MITCHELL COMMUNITY COLLEGE

2005-2006 CATALOG

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Main Building—Historic Main Campus

Mooresville Center

Cherry Street Center

Continuing Education Center

MITCHELL COMMUNITY COLLEGE

Catalog

2005-2006

This catalog is published by Mitchell Community College as an announcement of programs and courses. Its purpose is to provide information and does not constitute a contract. The College has the right to make changes in policies and procedures and to either add or withdraw courses as needed. The information contained in this catalog is accurate as of March 1, 2005. Interested individuals should inquire about updates/revisions as the admissions process is initiated.

Directory

If you have any questions after reviewing this publication, please look below to find the proper office to contact:

Admissions	704.878.3246/704.878.31
Admissions/Counselors	704.878.3242/704.878.3364/704.878.3280/704.878.32
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South Statesville Skills Center	704.978.
Veteran Services	704.878.
Vice-President for Instruction	704.878.

Address correspondence to any office in care of:
Mitchell Community College
500 West Broad Street
Statesville, NC 28677

Visit MCC on the World Wide We

http://www.mitchellcc.edu

Correspondence and Phone Directory

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Student Services ..... *Dan Manning*
704.878.3281

Veteran Services ..... *Karen W. Krider*
704.878.3254

Greetings:

Welcome to Mitchell Community College! Our College has a fascinating 150-year history and an exciting future filled with possibilities. Enrollments are increasing at a dramatic pace as our county and region undergo dramatic growth and development. We prepare students to continue their studies in a wide range of fields at colleges and universities across the state, and we prepare students to enter vocational and technical fields to meet the demands of a highly competitive workplace. We also offer pre-college programs in adult basic education and literacy, as well as both short- and long-term occupational training in a large number of job-related fields through our Continuing Education Division. We would like to assist you in meeting any education or training needs you or your company may have. We pride ourselves on being very "user-friendly" by combining individual attention for each student with high-quality programs of instruction. We understand that your success is our success.

The publication you have before you is intended to give an overview of the College and the programs of study we offer. We hope you will review the material provided and make good use of the information about our institution. While it is impossible to anticipate every question a person might ask, we have tried to collect the most important information available about Mitchell Community College. If you do not find what you are looking for here, we hope you will visit one of our campuses or call us at 704.878.3200 or check out our Web site (http://www.mitchellcc.edu/) so that we can assist you in finding the answers to any questions you may have. Through education and training, we would like to help you make a wise investment in your future.

Sincerely yours,

Douglas O. Eason

Douglas O. Eason
President

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Mitchell Community College, Statesville, North Carolina

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Academic Calendar 2005-2006

Summer Semester 2005

May 16 - 31 ..... Professional Development/Faculty Workdays
May 17, Tuesday ..... Last Day to Receive a 100% Refund for Ten-Week Session
May 18, Wednesday ..... Summer Semester Ten-Week Classes Begin
May 24, Tuesday ..... Last Day to Receive a 75% Refund for Ten-Week Session
May 30, Monday ..... Memorial Day Holiday(No Classes)
May 31, Tuesday ..... Last Day to Receive a 100% Refund for First-Four Week Session and Eight-Week Session
June 1, Wednesday ..... Summer Semester Eight-week and First Four-Week Session Begins & Drop/Add
June 2, Thursday ..... Last Day to Receive a 75% Refund for First Four-Week Session
June 6, Monday ..... Last Day to Receive a 75% Refund for Eight-Week Session
June 17, Friday ..... Last Day to Drop/Withdraw from First Four-Week Session to Ensure a Grade of "W"
June 28, Tuesday ..... First Four-Week Session Ends
June 28, Tuesday ..... Second Four-Week Session Registration
June 28, Tuesday ..... Last Day to Receive a 100% Refund for Second Four-Week Session
June 29, Wednesday ..... Second Four-Week Session Begins
June 30, Thursday ..... Last Day to Drop/Withdraw from Ten-Week Session to Ensure a Grade of "W"
June 30, Thursday ..... Last Day to Receive a 75% Refund for Second Four-Week Session
July 4, Monday ..... Independence Day Holiday (College Closed)
July 6, Tuesday ..... Last Day to Drop/Withdraw from Eight-Week Session to Ensure a Grade of 'W'
July 15, Friday ..... Last Day to Drop/Withdraw from Second Four-Week Session to Ensure a Grade of "W"
July 27, Wednesday ..... Last Day of Classes and End of Summer Semester
July 29, Friday ..... Grades Posted in Computer/Due by 3:00 p.m.
August 2, Tuesday ..... Grades Mailed to Students

Fall Semester 2005

August 1, Monday ..... Ten-Month Contract Faculty Return/Workday
August 2-4, Tuesday - Thursday ..... Professional Development
August 4, Thursday ..... New Student Orientation
August 5, Friday ..... Faculty Workday
August 8, Monday ..... Faculty/Staff Workday
August 9 & 10, Tuesday & Wednesday ..... Fall Semester Advising and Final Registration
August 11 & 12, Thursday & Friday ..... Faculty/Staff Workday
August 12, Friday ..... Last Day for 100% Refund for Sixteen-Week Session and First-Eight Week Session
August 15, Monday ..... Fall Semester Sixteen-Week and First Eight-Week Classes Begin & Drop/Add
August 15-17, Monday- Wednesday ..... Drop/Add
August 18, Thursday ..... Last Day to Receive a 75% Refund for First Eight-Week Session
August 24, Wednesday ..... Last Day to Receive a 75% Refund for Sixteen-Week Session
September 5, Monday ..... Labor Day Holiday (College Closed)
September 16, Friday ..... Last Day to Drop/Withdraw from First-Eight Week Session to Ensure a Grade of "W"
October 10 & 11, Monday & Tuesday ..... Fall Break(No Classes)
October 12, Wednesday ..... First Eight-Week Session Ends
October 12, Wednesday ..... Last Day to Receive a 100% Refund for Second Eight-Week Session
October 13, Thursday ..... Second Eight-Week Session Begins
October 18, Tuesday ..... Last Day to Receive a 75% Refund for Second Eight-Week Session
October 25, Tuesday ..... Last Day to Drop/Withdraw from Sixteen-Week Session to Ensure a Grade of 'W'
November 9, Wednesday ..... Spring Semester Early Advising and Registration Day (No Classes)
November 15, Tuesday ..... Spring Semester Early Advising and Registration Ends
November 16, Wednesday ..... Last Day to Drop/Withdraw from Second Eight-Week Session to Ensure Grade of "W"
November 24 & 25, Thursday & Friday ..... Thanksgiving Holiday (College Closed)
December 5, Monday ..... Last Day of Classes
December 6, Tuesday ..... Reading Day (No Classes)
December 7 - 13, Wednesday - Tuesday ..... Final Exams and End of Fall Semester
December 15, Thursday ..... Grades Posted in Computer/Due by 3:00 p.m.
December 19, Monday ..... Grades Mailed to Students
December 26 - 30 ..... Winter Holiday (College Closed)

Spring Semester 2006

January 2, Monday ..... New Year's Holiday(College Closed)
January 3, Tuesday ..... College Re-Opens
January 4, Wednesday ..... Professional Development Day
January 5, Thursday ..... Spring Semester Final Registration
January 6, Friday ..... Faculty/Staff Workday
January 6, Friday ..... Last Day for 100% Refund for Sixteen-Week Session and First Eight-Week Session
January 9, Monday ..... Spring Semester Classes Begin & Drop/Add
January 9-11, Monday - Wednesday ..... Drop/Add
January 12, Thursday ..... Last Day for 75% Refund for First Eight-Week Session
January 16, Monday ..... Dr. Martin Luther King, Jr. Holiday (College Closed)
January 19, Thursday ..... Last Day to Receive a 75% Refund from Sixteen-Week Session
Februrary 13 , Monday ..... Last Day to Drop/Withdraw from First-Eight Week Session to Ensure a Grade of "W"
March 6, Monday ..... First Eight-Week Session Ends
March 6, Monday ..... Last Day to Receive a 100% Refund for Second Eight-Week Session
March 7, Tuesday ..... Second Eight-Week Session Begins
March 10, Friday ..... Last Day to Receive a 75% Refund for Second Eight-Week Session
March 17, Friday ..... Last Day to Drop/Withdraw from Sixteen-Week Session to Ensure a Grade of 'W'
March 20 - 24, Monday- Friday ..... Spring Break (No Classes)
April 14, Friday ..... Last Day to Drop/Withdraw from Second Eight-Week Session to Ensure a Grade of "W"
April 18, Tuesday ..... Summer Semester Advising and Registration Begins (No Classes)
April 20, Thursday ..... Summer Semester Advising and Registration Ends
May 2, Tuesday ..... Last Day of Classes
May 3, Wednesday ..... Reading Day (No Classes)
May 4 - 10, Thursday - Wednesday ..... Final Exams and End of Spring Semester
May 10, Wednesday ..... Associate Degree Nursing Pinning Ceremony
May 11, Thursday ..... Grades Posted in Computer/Due by 3:00 p.m.
May 11, Thursday ..... GED Graduation
May 12, Friday ..... Curriculum Graduation
May 15, Monday ..... Grades Mailed to Students

Summer Semester 2006

May 15, Monday ..... Faculty/Staff Workday
May 16, Tuesday ..... Summer Semester Final Registration
May 17, Wednesday ..... Faculty/Staff Workday
May 17, Wednesday ..... Last Day for 100% Refund for Ten-Week Session
May 18, Thursday ..... Ten-week Session Begins
May 18 - 19, Thursday & Friday ..... Drop/Add for Ten-Week Session
May 24, Wednesday ..... Last Day for 75% Refund for Ten-Week Session
May 29, Monday ..... Memorial Day Holiday (No Classes)
June 1, Thursday ..... Last Day for 100% Refund for Eight-Week and First Four-Week Sessions
June 2, Friday ..... Eight-Week and First Four-Week Sessions Begin
June 5, Monday ..... Last Day for 75% Refund for First Four-Week Session
June 7, Wednesday ..... Last Day for 75% Refund for Eight-Week Session
June 20, Tuesday ..... Last Day to Drop/Withdraw from First Four-Week Session to Ensure a Grade of "W"
June 29, Thursday ..... Last Day of First Four-Week Session
June 30, Friday ..... Second Four-Week Session Begins
June 29, Thursday ..... Last Day to Drop/Withdraw from Ten-Week Session to Ensure a Grade of 'W'
July 3 - 4, Monday-Tuesday ..... Independence Day Holiday (College Closed)
July 5, Wednesday ..... Last Day for 75% Refund for Second Four-Week Session
July 10, Monday ..... Last Day to Drop/Withdraw from Eight-Week Session to Ensure a Grade of "W"
July 20, Thursday ..... Last Day to Drop/Withdraw from Second Eight-Week Session to Ensure a Grade of "W"
July 31, Monday ..... Ten-Week, Eight-Week, and Second Four-Week Sessions Ends
August 1, Tuesday ..... Grades Due/Posted in Computer by 3:00 p.m.
August 1, Tuesday ..... Ten Month Faculty Return
August 3, Thursday ..... Grades Mailed to Students

MITCHELL
COMMUNITY
COLLEGE

GENERAL INFORMATION

Institutional Description

Mitchell Community College, founded in 1852, is a comprehensive, open-admissions community college dedicated to meeting the post-secondary education and training needs of the citizens of Iredell County and surrounding areas. The college provides an array of high quality programs at low cost in an historically rich environment. Mitchell is a student-centered institution where all persons are encouraged to develop their abilities in a community that respects diversity and is supportive of individual achievement. Concerned with the social, civic, cultural, and economic development of the community as a whole, instructional programs are focused on meeting the educational and training needs of all persons over eighteen years of age and persons sixteen years of age and older with special needs.

Location

Mitchell Community College is located in piedmont North Carolina, downtown Statesville, in the foothills of the Blue Ridge Mountains. Interstate highways 40 and 77 intersect on the outskirts of the city. Statesville is situated approximately 50 miles north of Charlotte, and 50 miles southwest of Winston-Salem. The population of Iredell County is approximately 106,000.

Mission

Mitchell Community College, a learning-centered institution, provides affordable, high-quality educational and training programs and services to meet the changing and diverse lifelong learning needs of a multi-culturally diverse citizenry who live and work in a global society.

Purpose

Mitchell Community College commits its resources to the following purposes: to provide associate degree, diploma, and certificate programs to meet the pre-service and in-service work force development needs for industry, business, government, and service occupations; to provide associate degree programs for the first two years of academic courses leading to baccalaureate and professional degrees; to provide each student the opportunity to develop the skills and values necessary to succeed in college; to provide student development services including admissions, financial aid, counseling, and career planning, job placement, testing, and student activities; to provide educational opportunities to meet the professional, personal, and cultural needs of the community; to serve the adult population with basic education and salable skills; to enhance personal development through general and continuing education.

Belief Statements

The faculty, staff and administration of Mitchell Community College are committed to the philosophy of the comprehensive community college. We believe, therefore, *that the student is the focal point of all efforts of the college; that we are a college community that respects diversity and is supportive of individual achievement; that Mitchell Community College has a responsibility to enhance the social, civic, cultural, and economic development of the community and the global society; that Mitchell Community College has a responsibility to enhance the quality of life of the community; and that the door of opportunity for learning should be open to all who seek personal and professional development.*

Accreditation

Mitchell Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools. Inquiries regarding accreditation status can be addressed to: 1866 Southern Lane, Decatur, Georgia 30033-4097. Telephone: 404.679.4501.

Membership

Mitchell Community College is a member of:

Carolinas Association of Collegiate Registrars and Admissions Officers

American Association of Collegiate Registrars and Admissions Officers

National Association of Veteran Program Administrators

North Carolina Association of Coordinators of Veteran Affairs

National Association of Student Financial Aid Administrators

Southern Association of Colleges and Schools

National Institute for Staff and Organizational Development

American Community College Business Officers

American Association of Community Colleges

National Council on Black American Affairs

American Association of Women in Community Colleges

North Carolina Association of Colleges and Universities

International Association of Administrative Professionals

Charlotte Area Educational Consortium

Mooresville-South Iredell Chamber of Commerce

Greater Statesville Chamber of Commerce

North Carolina Citizens for Business and Industry

Association of Community College Trustees

North Carolina Association of Community College Trustees

The College Board

College Stores Association of NC

Cooperative Education Association

NC College & University Personnel Association

National League for Nursing: Associate Degree Nursing

National League for Nursing Accrediting Commission (61 Broadway, New York, NY 10006, 212.363.5555 ext.153)

Veterans

Persons enrolled in an approved program at Mitchell Community College will be eligible to receive Veteran's educational benefits if they qualify.

MITCHELL COMMUNITY COLLEGE

ADMISSION

Admission

Mitchell Community College subscribes to the "open door" policy as set by the North Carolina Department of Community Colleges. It should be noted that a high school diploma or GED is required for entry into all post-secondary programs. The GED diploma serves as Mitchell's test of a student's ability to benefit from instruction.

Mitchell Community College is an equal educational opportunity institution; and in keeping with this policy, the college serves students without regard to race, color, sex, religion, creed, handicap, age or national origin.

Admission and Ability to Benefit Requirements

- High school graduate or GED equivalency diploma.
- Minimum age of 18 without a high school diploma or its equivalent qualifies for a "Special Credit Student."
- Minimum age of 16 with identified special needs and written permission from high school principal and/or superintendent of the school system the student would normally attend. This qualifies a student for dual enrollment and Huskins programs.

Admission Process

Completion of the following is required for all curriculum programs:

- Completed application;
- High school transcript/GED scores (if an associate degree or higher has been earned, high school transcripts/GED scores are not required);
- College transcript(s) (if transfer student);
- Placement tests (in some cases, student may be exempt from placement tests, depending on past college credit earned).

Admission—Associate Degree Nursing and Allied Health Programs

Associate Degree Nursing—The Department of Nursing understands and accepts the concept of the open-door policy for general admission to Mitchell Community College. Admission to the college does not, however, ensure admission to the Associate Degree Nursing Program. Admission into the nursing program is competitive. Deadline for submission of nursing application is February 15 of each year. In addition to the Mitchell Community College requirements for admission, the following are basic requirements for consideration of admission to the Associate Degree Nursing Program:

1. Completion of the following pre-requisite courses with a grade of "C" or better within the last five years or demonstration of competency through challenge exam where applicable:

   One year of high school chemistry and/or CHM 131—Introduction to Chemistry and CHM 131A—Introduction to Chemistry Lab or its equivalent.

   One year of high school biology and/or BIO 111—General Biology I or its equivalent. (Additional high school advanced sciences are strongly encouraged.)

2. Completion of a Nursing Assistant I course within the last two years prior to enrollment in NUR courses; or if the individual has completed the Nursing Assistant I course more than two years prior to enrollment in NUR courses, employment as a Nursing Assistant I for at least six months within the last two years prior to entering nursing courses will be required.

3. Completion of the College Board Computerized Placement Tests with minimum scores of:

   92—Reading

   87—Sentence Skills (English)

   78—Arithmetic

   46—Algebra

   (Test score minimums are subject to review and change)

   For a score less than any of those stated above the student is required to retest following satisfactory completion of remedial work and upon presenting written verification of completion of such work.

4. Maintenance of at least a 2.5 grade point average in previous college work or in high school courses taken.
5. Validation of satisfactory physical and emotional health and current immunizations will be required of every applicant, after receipt of conditional acceptance and prior to final admission into the nursing program.
6. Current certification in CPR (at the healthcare provider level) by time of enrollment into the clinical nursing component.
7. Satisfactory completion of drug screening and criminal record check. (Clinical Agency requirement)

Medical Assisting—In addition to the Mitchell Community College admission requirements, the following are minimum requirements for admission into Medical Assisting. Admission to the College does not ensure admission to the Medical Assisting program. This program has limited enrollment; applicants are considered only to the point that all openings are filled and a reasonable number of alternates have been accepted. No student will be considered to be a Medical Assisting student until official written notification of admission to the Medical Assisting program is received from the College's Director of Admissions.

1. Completed Mitchell Community College application.
2. Official high school transcripts including graduation date on file in the Admissions & Records Office or any official copy of GED scores.
3. Official transcript(s) from any previous college(s) attended.
4. Successful completion of College Board Computerized Placement Tests with minimum scores of:

Reading	85
English	87
Arithmetic	58
Algebra	38
Keyboarding	25 WPM with <3 errors

   For a score less than any of those above, the student is required to retest after successfully completing any prescribed developmental course(s) as a result of the testing scores.

5. Minimum 2.0 grade-point average in secondary school and/or previous college course work.
6. Current CPR certification at the health care provider level and First Aid.
7. Validation of satisfactory physical and emotional health and current immunizations will be required of every applicant, after receipt of conditional acceptance and prior to final admission in the Medical Assisting program.
8. Satisfactory completion of drug screening and criminal record check (clinical agency requirement) prior to the start of the externship (MED 260).

9. Completion of a Nursing Assistant I course within the last two years prior to enrollment in MED courses; or if the individual has completed the Nursing Assistant I course more than two years prior to enrollment in MED courses, employment as a Nursing Assistant I for at least six months within the last two years prior to entering MED courses will be required.

Acceptance into the program is determined by date of completion of the first five requirements. Deadline for applications is April 15 of each year. Applications after that date will be considered in a space available basis. Upon official written notification of acceptance from the Admissions Office, a completed physical form and early registration is required.

The Medical Assisting curriculum is structured as a 1+1 technical program that ultimately leads to an associate of applied science degree. After successful completion of the third semester, the student graduates with a diploma in Medical Assisting. The graduate may be eligible to take the certification examination and seek employment as a Medical Assistant. The AAS degree could be completed at a later time.

The Medical Assisting diploma program at Mitchell Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Phlebotomy—In addition to the Mitchell Community College admission requirements, the following are minimum requirements for admission into the Phlebotomy certificate program. Admission to the College does not ensure admission to the Phlebotomy certificate program. This program has limited enrollment; applicants are considered only to the point that all openings are filled and a reasonable number of alternates have been accepted. No student will be considered to be a Phlebotomy student until official written notification of admission to the Phlebotomy certificate program is received from the College's Director of Admissions.

1. Completed Mitchell Community College application.
2. Official high school transcripts including graduation date on file in the Admissions & Records Office or an official copy of GED scores.
3. Official transcript(s) from any previous college(s) attended.
4. Completion of required college placement testing with the following minimum score:

   Reading 75
5. For a score less than the above, the student is required to successfully complete any prescribed developmental course(s) as a result of the testing score.
6. Current CPR certification at the health care provider level.
7. Validation of satisfactory and physical and emotional health and current immunizations will be required of every applicant, after receipt of conditional acceptance and prior to final admission into the Phlebotomy program.
8. Satisfactory completion of drug screening and criminal record check (clinical agency requirement).
9. Completion of a Nursing Assistant I course within the last two years prior to enrollment in PBT courses; or if the individual has completed the Nursing Assistant I course more than two years prior to enrollment in PBT courses, employment as a Nursing Assistant I for at least six months within the last two years prior to entering PBT courses will be required.

Acceptance into the program is determined by date of completion of the first four requirements. Deadline for applicants is April 15 of each year. Applications after that date will be considered on a space available basis. Upon official written notification of acceptance from the Admissions Office, a completed physical form and early registration is required.

The Phlebotomy curriculum is structured as a certificate program. Students must take PSY 118 Interpersonal Psychology prior to completion of the clinical component. Students who successfully complete the required coursework may be eligible to take the ASCP certification examination.

Readmissions

Applications for readmission are required of all students for whom one academic year has elapsed since their last enrollment. Students must submit an application through the Admissions Office and be advised by a curriculum advisor concerning changes in their curriculum since their last date of attendance; any new degree or diploma requirements will be clarified at that time. Applicants for readmission to limited enrollment programs must follow regular admission procedures for those programs.

Admission—Transfer

Transfer students may enter Mitchell Community College upon completing the process outlined above. Official transcripts of all previous college course work must be submitted. Credit will be granted whenever possible, as stated in the Transfer of Credits Policy.

Admission—Visiting Students

A student who has been accepted by or is enrolled at another institution may enroll at Mitchell Community College as a visiting student. Such students must complete an application and should have the permission of an appropriate official at the home institution. This official should specify the courses to be taken at Mitchell. The student should enroll in only the specified courses and then only if the required prerequisite courses or their equivalents have been completed.

Dual Enrollment Students

Dual enrollment allows high school or home-schooled students to enroll at Mitchell Community College to enrich their education experience and gain college credit while remaining in high school.

In order to meet the requirements of the program, a student must be 16 years of age or older, be attending high school half-time, and must submit a dual enrollment form signed by the appropriate high school or home school official. Dual enrollment students must meet standard pre-requisite requirements for courses and are not eligible for developmental course work. Tuition is not charged, but students must pay fees and buy required texts and materials.

Admission—Continuing Education

Students who are high school graduates or 18 years old or 16 years old with special permission are eligible to enter a continuing education program. Further information is available in the Continuing Education section of this publication.

Special Credit Students

A special credit student is defined as one who is enrolled in curriculum credit courses but who is not working toward a degree, diploma or certificate. Special credit students will be allowed to register for courses provided that prerequisite requirements are met. Under "special credit" status, a student may elect to take as many courses as he/she wishes.

For admission into a degree, diploma, or certificate granting curriculum program, students classified as "special" must do the following:

1. Complete Mitchell Community College's application for admission.
2. Show proof of high school completion (diploma or GED certificate).
3. Take the College Placement Test and meet the requirements as set by the College.
4. Be assigned an advisor in their area of concentration, if possible.

When a "special credit" student has completed the above requirements, he/she will be reclassified as a "degree-seeking" student. When "degree-seeking" status has been established, the student is bound by the catalog in effect at the time of the status change, and must satisfy all curriculum requirements outlined in that catalog. The student will work closely with his/her major advisor to plan courses that are applicable to his/her program.

International Applicants

Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States and meet the Department of Homeland Security requirements for entry into the United States. Furthermore, the Test of English as a Foreign Language (TOEFL) and the college placement tests are required of all international applicants. Students should contact a university in their native land for information about the Test of English as a Foreign Language. International applicants should write to the International Student Advisor at Mitchell Community College for additional information or visit the College website at www.mitchellcc.edu/studserv/admissions/interntl.cfm.

Placement Testing

Mitchell Community College uses the Computerized Placement Tests (CPT) to assess student skills in reading, English, math, and keyboarding. Based upon placement test scores, students may be required to enroll in developmental courses.

Prospective students are encouraged to 'review' prior to taking the placement tests. Information on review opportunities can be obtained from any of the College Counselors.

In competitive admissions programs such as nursing, medical assisting, and phlebotomy, competencies in reading, English, math and keyboarding must be demonstrated.

Placement test scores are valid for three years.

Transfer of Credits

Educational work taken at a regionally accredited institution in which a grade of "D" or better was earned and a comparable course is offered at Mitchell Community College may be accepted if transfer is appropriate to the student's program of study, provided the student has an overall "C" average. If the overall average is less than 2.0, only grades of "C" or better will be accepted. Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of Report of Credits Given by Educational Institutions published by the AACRAO and similar publications. Credit toward programs may be accepted from other agencies at the discretion of the College.

Final acceptance or rejection of transfer credits lies with the College. A minimum of 20 semester hours credit must be earned at Mitchell to be eligible for graduation in an associate degree level program. Only 25% of the total credit hours in a diploma or certificate program may be accepted as transfer credits.

Residency Requirement

Under North Carolina Statute 116-142.1, a person must qualify as a resident for tuition lower than that for nonresidents. To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least twelve months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, twelve months legal residence means more than simple abode in North Carolina. In particular it means maintaining a domicile (permanent home of indefinite duration) as opposed to "maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education." The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the application, who must show his or her entitlement by the preponderance (the greater part) of the residentiary information. Being classified a resident for tuition purposes is contingent on the student's seeking such status and providing all information that the institution may require in making the determination. Further information and necessary classification forms may be obtained from the Director of Admissions and Records.

Regulations concerning the classification of students by residence are set forth in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. A copy of the manual is available in the Office of the Director of Admissions and Records.

Change of Program

Students who change from one program to another within the institution will have credit hours and quality points transferred according to the requirements of the new program. Only courses completed within the new program will be used to calculate the grade point average for graduation purposes. When a change of program is made, students must follow the program requirements in the current catalog.

College Level Examination Program

Credit may be allowed for up to 20 semester hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

College Board Advanced Placement Program

Credit may be allowed for up to 20 semester hours of college work based on exams as given through the College Board Advanced Placement Program. Scores on the exams must be three, four, or five. Credit is allowed only if appropriate to the student's program of study.

Military Service Experience

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the college. USAFI courses are evaluated on the basis of the catalog of the USAFI. School Service Training is evaluated on the basis of *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education. Credit, not to exceed two semester hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with the College.

Drug and Alcohol Policy

Mitchell Community College recognizes its obligations to all employees, students, and the general public to provide and maintain a safe environment free of alcohol and illegal drugs. Employees and students are expected to be free from the influence of the illegal use of drugs, alcohol, or other intoxicating substances. The unauthorized

use, distribution, manufacture, dispensation, possession, or sale of illegal drugs or other controlled or intoxicating substances, or being under the influence of illegal drugs or controlled or intoxicating substances is prohibited while in the workplace, on College premises, or as part of any College-sponsored activities.

If any employee or student pleads guilty or is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.

Each employee or student is required to inform the college, in writing, within five work days after he or she pleads guilty or is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

Convictions of employees working under federal grants, for violating drug laws in the workplace, on college premises, or as part of any college-sponsored activity, shall be reported to the appropriate federal agency. The College must notify the U.S. government agency, with which the grant was made, within ten days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The college shall take appropriate disciplinary action within 30 days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

Students employed under the College Work Study Program are considered to be employees of the college, if the work is performed for the college in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for profit agency, students are considered to be employees of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer.

If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.

Communicable Disease Policy

Mitchell Community College places a high priority on the need to prevent the spread of serious communicable diseases on its campuses. The college is committed to educating its staff, students and the community about serious communicable diseases. Specifically, because there is currently no cure or vaccine for Acquired Immune Deficiency Syndrome (AIDS), education regarding methods by which this virus may be transmitted and how to prevent transmission is essential. By adopting this policy, it is the intention of the college to promote the health and regular school attendance of its students so that they may attain their maximum potential for learning.

In keeping with the open access policy of Mitchell Community College, students with serious communicable diseases may attend college whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student or to other students and/or faculty is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the exclusion of the students from college. Placement decisions will be made by using this standard in conjunction with currently available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made by health care professionals based upon the facts of the particular case. The

determination of whether a student with a serious communicable disease may attend college shall be made by the President in accordance with procedures implemented by the college. The President's decision shall be based upon expert medical advice and will include consultation with all interested parties.

The college shall respect the right to privacy of any student who has a serious communicable disease. The student's medical condition shall not be disclosed. If necessary, it is to be discussed only with the President or his designee and only to the extent necessary to minimize the health risks to the student and others on campus. The number of personnel aware of the student's condition will be kept to the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have a "direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

Faculty may offer students the opportunity to reveal medical conditions as a matter of promoting the students' own safety in the event of an unexpected medical crisis while the students are on campus.

Disposal of Medical Waste

All members of the College community must properly dispose of medical waste (treatment and/or testing devices such as needles, diabetic blood or urine testing materials). Each of the three campuses has disposal facilities. For exact locations of approved medical waste disposal containers, contact the Coordinator of Campus Safety and Security.

Continuing Education

Mitchell Community College strives to provide academic and occupational programs consistent with the educational needs of Iredell and surrounding counties. The College provides opportunities for people to pursue vocational, cultural, and civic interests. Courses include formal academic learning, cultural advancement, vocational and technical improvement, and personal enrichment.

Classes are generally held at the Continuing Education Center, located at 701 West Front Street in Statesville. Continuing Education classes are also offered at the Mooresville Center, 219 North Academy Street in Mooresville, and at various other locations throughout Iredell County. Continuing Education Units (CEU's) are awarded in accordance with Southern Association of Colleges and Schools criteria.

Attendance

The attendance requirement for most classes is 80%. Other criteria may be necessary to satisfactorily complete the course.

Fees and Supplies

Registration fees are established by the North Carolina State Board of Community Colleges and are subject to change. These fees vary according to instructional time, course content and equipment requirements. The charges for self-supporting classes are based on the cost of course delivery.

Cancellation and Refund Policy

The College reserves the right to cancel a class due to lack of enrollment. In this case, preregistered/prepaid students will be issued a full refund.

Preregistered/prepaid students who officially withdraw from a course prior to its beginning will be issued a full refund.

Participants who officially withdraw from a course prior to the 10% point will be issued a 75% refund.

Participants who withdraw from a course after the 10% point are ineligible for a refund.

Course Repetition Policy

The following course repetition policy became effective for all occupational courses, which began on or after September 1, 1993. A student enrolling in the same continuing education occupational course more than twice within a five-year period will pay the full student cost per scheduled hour or the current state fee, whichever is higher.

This provision is waived if course repetition is required by certification or licensing standards pertaining to the course in which the student is enrolled. Rescue personnel may repeat courses, which are required by certification or licensing provisions and are directly job-related.

Community Service

Community Service Programs are designed to appeal to the avocational and special interests of adults in our community. Classes in cake decorating, painting, photography, pottery, sewing, stained glass, and other topics are sponsored through this program. There is a charge for these courses. The community services program also sponsors the artist series, band, community chorus, inspirational choir, and various special events.

Occupational Extension

Programs are delivered through occupational extension which contribute to the economic development of the region. Classes are offered which upgrade the skills of those currently employed and prepare other individuals to enter the work force. Pre-licensing, certification and continuing education course requirements for numerous occupations such as real estate, notary public, building contractors, and vehicle safety and emissions inspection are scheduled on a regular basis. In addition, general and customized training programs are available to business and industry. These programs often address technical skills, computer operations, team development, supervision, and leadership. The registration fee for some occupational extension classes is determined by the cost of the class.

Allied Health

These courses relate to the medical field. Nurse assistant and emergency medical training lead to state certification. Courses for initial certification, recertification and job upgrade are available. For further information, telephone 704.873.3783.

Fire Science

Mitchell Community College serves as the educational provider for training volunteer fire and rescue personnel in Iredell County. To take classes, persons must be active members of a volunteer fire department or rescue squad. These classes are currently free of charge to volunteer firemen/rescue personnel.

HRD

The Human Resources Development (HRD) program of Mitchell Community College is designed to provide employability skills training for unemployed and underemployed adults. The program addresses topics such as the impact of technology in the workplace, re-employment procedures, effective communication skills, resume writing, interviewing strategies, college preparation, study skills, and career exploration. These classes are beneficial for dislocated workers, anyone seeking employment or advancement, or those interested in returning to school for re-training.

HRD offers an Employability Lab that is designed to assist unemployed adults with basic employability skills such as keyboarding, introductory computer skills, resume writing, interviewing, and using the Internet during the job search. Mitchell Community College also offers an Employability Lab for English as a Second Language (ESL) students that is facilitated by a bilingual instructor.

Project Health

Project Health is designed to provide support and assistance for dislocated workers who may be interested in entering healthcare careers. Students are assessed for interest and aptitude in healthcare careers and are provided assistance with career exploration, placement testing, and re-training.

Basic Skills Programs

Adult Basic Education (ABE)—provides adults reading, writing, and math instruction in grade levels 0 through 8.

General Educational Development (GED)—The High School Equivalency Program is designed to test a person's knowledge in five areas: English, math, reading, natural science and social studies. Upon satisfactory completion of tests, the equivalency diploma is issued by the North Carolina Community College System. The GED is recognized as the equivalent of a high school diploma. To qualify for this program, you must:

1. Be a legal North Carolina resident;
2. Be at least 18 years old. Special need 16-17 year olds may be served upon completion of Minor Release Form that requires notarized parental permission, and release from the public school system. The GED examiner should be contacted for further information. **FEE:** $7.50 initial testing fee.

English as a Second Language: Teaches reading, writing and speaking English to adults for whom English is not their primary language.

Basic Skills in the Workplace: This program is designed to meet the needs of the employer and the employee in the performance of their work. Employees receive instruction in areas such as reading, computation, problem solving, communication skills and team-working skills. Workplace vocabulary, safety procedures, workplace forms, recording time cards and various computer-assisted instructions using workplace software may be incorporated in the curricula.

HRD is designed to enhance employability skills. Features writing resumes, completing a job application, job interview skills, college preparation, and study skills.

Business and Industry Services

Small Business Center

The purpose of the Small Business Center is to attract, train, counsel, and provide educational services for existing and prospective small business owners and employees. The mission of the Small Business Center is to be active in the economic growth of Iredell County by providing assistance to small businesses in order to increase the number of start-ups, expand existing small businesses, and reduce the number of small business failures.

Seminars, workshops, and courses designed for small business owners and employees are offered each semester. Many of the seminars and workshops are provided at no cost to the participant or for a nominal fee. Expert presenters from all areas of North Carolina are brought to the campus to assist in meeting the training needs of small businesses.

The Small Business Center also provides a wide array of courses in computer technology. A variety of short courses are available providing training on various software packages that include the following: word processing, spreadsheets, databases, desktop publishing, computerized accounting, and presentation programs.

In addition to educational programming, the center provides networking opportunities for clients with many other resources available to assist the small business owner, particularly the Small Business Technology and Development Center, Winston-Salem State University.

New and Expanding Industry

This program provides for the training needs of industries new to Iredell County and also for existing companies that are undergoing a major expansion which results in the addition of twelve or more new production jobs. The training program is administered by Mitchell Community College and serves the total college service area of Iredell County. The state of North Carolina funds the new and expanding industry program, with the funds being supplemental to the overall college operational budget. Flexible training programs are designed cooperatively with the industry and local college personnel, with customization the primary criterion for meeting the particular needs of each industry.

Focused Industrial Training

The Focused Industrial Training Program was created by the North Carolina Community College System to strengthen the partnership for training between the private industrial community and the local community college in an effort to maintain a trained work force on an on-going basis. This program is able to address changes in new technologies by providing customized training.

Focused Industrial Training can serve the training needs of an existing industry's skilled and semi-skilled work force through a cooperative effort in assessing training needs and delivery of training associated with industrial occupations. This program fills training needs that are outside the guidelines for occupational extension, new and expanding industry, and the vocational and/or technical curriculum.

Mooresville Center

The Mooresville Center is located at 219 North Academy Street in Mooresville. For the last twenty years, this center has continually grown to accommodate the community's needs. The latest expansion to the center is a new wing that is filled with several classrooms, a state-of-the-art computer room and large conference room that can accommodate large meetings as well as lectures.

Curriculum programs offered at the Mooresville Center throughout the year include: college transfer, accounting, business administration, early childhood, information systems, medical assisting, and phlebotomy.

Other classes offered at the center include Occupational Extension courses, New and Expanding Industry Training, Focused Industrial Training, Community Service Courses, Small Business Seminars, English as a Second Language, and a wide array of Allied Health classes.

The Mooresville Center also houses a learning lab that offers Basic Skills preparation, GED preparation, and a Compensatory Education class.

The Mooresville Center hours of operation are from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. Weekend classes are scheduled on a regular basis. Please telephone the Center at 704.663.1923 for further information.

MITCHELL COMMUNITY COLLEGE

EXPENSES & FINANCIAL AID

Expenses

Student Charges and Refunds

Mitchell Community College operates on the semester system. Students are required to pay all charges at the time of registration. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice. Tuition and fees for each semester are payable on or before the date of registration. Verification for sponsored billing must be received by Financial Services before a student will be allowed to register without making payment at the time of registration. A student who has an outstanding balance due to the College is not eligible for re-registration. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of their records, nor will any information concerning their records be forwarded to any other institution or other person so long as the delinquent account is outstanding.

General Guidelines for Student Charges and Refunds

Tuition: Current tuition charges are $38.00 for in-state and $211.00 for out-of-state per semester hour with a maximum charge of $608.00 and $3,376.00 per semester, respectively. Tuition and fees are subject to change by action of the North Carolina Legislature.

Exceptions: Students who have paid tuition at one institution and who are given permission to transfer to another institution shall be issued a letter verifying payment has been made for the semester. The institution to which they are transferring will accept the permission letter in lieu of payment. A student may enroll for the same semester at two or more institutions within the North Carolina Community College System. The total amount of tuition paid may not exceed the maximum charge. N.C. resident 65 and over are not required to pay tuition.

Refunds: Mitchell Community College issues tuition refunds according to the North Carolina state policy as published in section 2D.0200 of the North Carolina Administrative Code. That code permits full tuition refunds to be made if a student withdraws prior to the beginning of the first day of the academic term. A 75 percent refund may be made upon request of the student if the student officially withdraws from class(es) prior to or on the official ten percent point of the academic term. Request for refunds will not be considered after the ten percent point. Student activity fees and special course fees are not refunded. Students receive full refunds for classes cancelled by the College. If a student dies during the semester, all tuition and fees for the semester are refunded to the estate of the deceased.

Library Fines: A fee for lost books and over-due books is charged. If a lost book fee is charged and the book is later found and returned, the fee is refunded.

Graduation Fees: $30.00 for the first degree and $10.00 for each additional degree. These fees are non-refundable.

Audit Fee: Regular tuition charges apply for classes taken for audit.

Student Fee: All students are charged $1.25 per semester hour up to twelve credit hours (full-time). All expenditures from these funds are related directly to student activities.

Exceptions: Persons who are employed as law enforcement officers are not charged a student activity fee. Documentation must be presented at the time of registration.

Transcripts: No transcript is released without the written permission of the student and twenty-four hours notice is required. Transcripts will not be released until all financial obligations to the College have been met. There is no charge for transcripts.

Books: Cost of books will vary from program to program; however, most students pay an estimated $700 for books for the academic year.

Optional Fees: Fees, in addition to tuition, may be charged in some courses to cover the costs of supplies, facility charges, and materials. Students may also be required in certain courses to purchase tools and supplies. All students are charged $1.00 per credit hour up to a maximum of $16.00 per semester as a computer use and technology fee. All optional fees charged for each term will be identified in the class schedule and are subject to change without notice. Fees are only refundable before the first day of the academic term.

Veteran/Dependent/National Guard/ Reserve Assistance

Eligibility: Persons enrolled in an approved program at Mitchell Community College will be eligible to receive veteran's educational benefits if they qualify.

Exclusions: Audited courses, independent study courses, credits by exam, courses taken outside of the curriculum, courses for which transfer credit has been awarded, repeated courses with a passing grade, or any other courses not counted toward graduation will not be used in calculating hours for payment purposes.

Attendance: Recipients are paid while in class attendance. A student who withdraws from class must notify the Assistant Financial Aid Director immediately to avoid overpayment. The student is responsible for notifying the Assistant Financial Aid Director and the Director of Admissions and Records of any reason for non-attendance. Recipients of veteran's education benefits are mailed attendance sheets at the beginning of each semester to be completed by the student, and signed by the instructor. The student is required to return this sheet to the Assistant Financial Aid Director on each reporting date indicated on the form. In addition, all students who are receiving either the Montgomery GI BILL Active duty or Selected Reserve MUST now verify their enrollments monthly to receive payments. This verification can be done either by using the WEB Automated Verification of Enrollment (WAVE) application located at http://www.gibill.va.gov or by using an automated telephone system (IVR) at 1.877.823.2378 and following the prompts.

Standards of Progress: Recipients must meet the requirements for academic progress as set forth in the *College Catalog* and the *Student Handbook*. Any recipient failing to meet the Satisfactory Academic Progress standards will be placed on academic probation. If at the end of the probationary semester school standards are again not met, a second semester of probation will be allowed. If at the end of the second probationary semester school standards have not been met, the student's enrollment will be terminated for unsatisfactory progress with the Department of Veteran Affairs and be referred to a Mitchell Community College counselor to set up conditional status guidelines. Counseling notes will be provided to the Assistant Financial Aid Director. When the student has met the conditions as set forth by the counselor, the Assistant Financial Aid Director will be notified, and the recipient will be eligible to be certified with the Department of Veteran Affairs at the beginning of the next semester.

Application Process: Students should apply for admission to Mitchell, contact high school and colleges attended to send official transcripts to Mitchell Community College, provide the Admissions and Records Office with service schools or tests which may be evaluated for credit, contact the Assistant Financial Aid Director for an application for benefits, and provide additional information, if needed, for certification.

Payment Guidelines: Mitchell Community College does not participate in the Advance Payment Program. Veteran students are required to pay all charges at the time of registration. Payments of educational benefits are made directly to the veteran by the Department of Veteran Affairs for the period the veteran is in attendance in an eligible program.

Service Members Opportunity College

Having pledged to abide by the principles and criteria of Service Members Opportunity Colleges (SOC), Mitchell Community College has been designated as a Service Members Opportunity College.

U.S. Army Reserve Officers Training Program

Mitchell Community College offers a cooperative program administered by Davidson College. Detailed information on this program is available from the Department of Military Science, Davidson College, Davidson, N.C.

Financial Aid Information

The purpose of financial aid is to provide access for students who would be unable to attend college without assistance. Applying for Financial Aid is an annual process.

Application Procedures: Obtain an MCC Financial Aid Supplemental Form from high school counselors or the Mitchell Community College Financial Aid Office or complete this form online at http://www.mitchell.ccedu. Apply for financial aid over the Internet at http://www.fafsa.ed.gov. Return the MCC Financial Aid Supplemental Form to the Financial Aid Office. Be sure to list Mitchell Community College (Federal Code 002947) in step six on the FAFSA.

Once the Financial Aid Office receives the student's electronic Institutional Student Information Record, as result of applying for financial aid, an information letter and postcard will be mailed to the financial aid applicant from the Financial Aid Office. Complete and return the postcard to Mitchell Community College's Financial Aid Office to confirm enrollment plans for Fall semester 2005, and/or Spring semester 2006, and/or Summer semester 2006. Once the postcard is received by the Financial Aid Office, the results of the student's financial aid application will be reviewed and if additional documentation is needed, the student will be contacted by mail. If the student has a complete file at the time of review, the student will be notified of their eligibility by letter. If the postcard is not returned, within two weeks, there will be no further processing or further correspondence from the Financial Aid Office. Contact the Financial Aid Office for more information.

Types of Financial Aid Available: Federal Pell Grant, Federal Work-Study Program (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), North Carolina Student Incentive Grant (NCSIG), North Carolina Community College Grant (NCCCG), Scholarships, National Education Program, Veteran's Educational Aid (See Veteran's Coordinator), and Child Care Grant (see Child Care contact). A student may receive several different awards. Federal Work-Study awards must be earned as hourly wages for part-time work on campus. Students taking fewer than twelve credit hours, but at least one credit hour, may receive aid reduced in proportion to their academic course load. Students denied financial aid may request an explanation as to the basis for denial. Appeals due to academic ineligibility must be made in writing to the Financial Aid Director for the Financial Aid Committee to review and notify the students of the committee's decision.

Financial Aid Deadlines: To guarantee the use of financial aid during early registration each semester, a complete financial aid folder (all documentation requested) will need to be on file in the Financial Aid Office by the following deadline dates each semester:

Fall 2005—July 1

Spring 2006—November 18

Summer 2006—April 22

Scholarships: Every student applying for a scholarship is required to complete a FAFSA (Free Application for Federal Student Aid) and the MCC Financial Aid Supplemental Form. Mitchell Community College will consider all applicants for available scholarships. To be considered for a scholarship, a student must have a 2.00 GPA or higher and be enrolled for nine or more credit hours. Scholarships set up by outside donors will be awarded to students based on donor's criteria.

Distribution: Recipients of Federal Pell Grant, FSEOG, and scholarships may charge their tuition, fees, books, and supplies against their financial aid eligibility for the semester for which they are registering. If their financial aid is greater than the expenses charged, a check will be mailed to the student by the dates specified in the award letter to the address listed on the MCC Admissions Application. Checks issued for the Nurse Scholars Program and Nurse Education Scholarship/Loan Program may be picked up on the first day of class of each semester and if the college has received funds.

Award Terms and Conditions: Your financial aid is not complete until you have received an award letter from the Mitchell Community College Financial Aid Office. If you have not received an award letter, you are responsible for paying your tuition, fees, books, and supplies. Your financial aid application will remain valid for one academic year only, and you must apply for financial aid each new academic year after January 1. You may only receive financial aid for courses that count toward graduation requirements at Mitchell Community College in your declared major as listed by the Admissions Office. The MCC Financial Aid Office reserves the right to review, revise or cancel an award due to professional judgment decisions, or change of academic program. Awards are based on your continued satisfactory academic progress as defined in the current MCC Catalog. Federal, state and scholarship funds committed in this award letter are contingent upon actual receipt of the funds by MCC.

The FA Award Notification is divided equally into two academic semesters. The award, based on **full-time enrollment**, will be ADJUSTED each semester according to the actual number of hours enrolled. Any unused portion may be awarded summer semester for up to half of the total award, based on the number of hours enrolled. Any remainder of semester's award will be disbursed, by check, and mailed from Financial Services by the designated check day after enrollment has been confirmed for the semester. Financial aid files completed after the initial disbursement will have a check written on the next official Financial Services check write date. If another agency is your sponsor for tuition/fees and books/supplies, you are responsible for notifying the MCC FA Office of your enrollment each term. You may purchase textbooks from a source other than the MCC Bookstore. If interested, you will need to see your FA Advisor for more details and for the cut off dates each semester. You may not receive financial aid from more than one institution during the same semester.

The MCC Financial Aid Office may release transcripts, information pertaining to academic status, enrollment status, or financial status to any contact person, firm or government agency that requires such information. Scholarship information may be released for publicity. MCC may apply the proceeds (if applicable) of Pell Grant, FSEOG and/or other Financial Aid to student's account for tuition, fees, books and supplies for the current award year. Mitchell Community College awards financial aid without regard to race, color, religion, sex, age, disability, or national origin.

No Show: If a student is a "No Show" in class(es), the student's Pell Grant will be calculated based on the number of hours attending.

Transfer Student: If a student transfers to Mitchell Community College from another school, Mitchell Community College's federal code (002947) must be listed on the FAFSA in step six.

Satisfactory Academic Progress Standard: Students must meet the U.S. Department of Education's statutory requirements of satisfactory progress in order to receive Title IV financial aid funds. To accurately measure the student's progress in his/her program, the policy must have a quantitative measure of progress. To quantify satisfactory progress, students must complete courses in accordance with the chart below:

- 8 credit hours per semester if registered as full-time (12+ credit hours);
- 6 credit hours per semester if registered as three-quarter-time (9-11 credit hours);
- 4 credit hours per semester if registered as half-time (6-8 credit hours); or
- all credit hours per semester if registered as less than half-time (below 6 credit hours)

The policy also includes a qualitative measure of progress which is evaluated by reviewing a student's grade point average (GPA). Since the minimum GPA required to receive the associate degree, diploma or certificate is

2.00, curriculum students failing to maintain the requirements as set forth in the Satisfactory Academic Progress Standard will be placed on academic probation for up to two consecutive semesters.

1. Attain a 2.00 GPA for the current academic term; and
2. Meet one of the following standards:

0-15 hours attempted	1.25 Overall GPA
16-23 hours attempted	1.50 Overall GPA
24-31 hours attempted	1.75 Overall GPA
32 + hours attempted	2.00 Overall GPA
Graduation	2.00 Overall GPA

The records of Title IV financial aid recipients will be reviewed for satisfactory academic progress at the end of each semester. The Financial Aid Office will notify students by letter of their satisfactory academic progress status. Students may be placed on one of the following levels: Level 1 Probation, Level 2 Probation or Ineligible. If satisfactory academic progress has not been made by the end of the second probationary period, the student will be notified in writing of their ineligibility from financial aid. Financial aid assistance can be reinstated when the student meets the satisfactory academic progress guidelines at Mitchell Community College without receiving Title IV funds or by the appeal process. Appeals due to ineligibility must be made in writing no later than fifteen days prior to registration and must be addressed to the Financial Aid Director. The Financial Aid Committee will review the appeal request and the student will be notified of the committee's decision.

Exclusions: Audited courses, independent student courses, credit by exams and repeated courses will not be paid by financial aid. Any term in which a student receives Title IV funds and then decide to audit a class or receive a credit by exam, the student may be liable for repayment of those funds.

Maximum Time Frame: The student is allowed to receive federal financial aid for no more than 150% of the total hours required to complete a program. If a student changes majors the total hours continue to accrue until a program is completed.

Eligible Programs for Financial Aid: Not all diploma and certificate programs qualify as eligible programs to award financial aid. (See the Financial Aid Office)

Return of Title IV Funds: The Higher Education Amendments of 1998, Public Law 105-244 require colleges to calculate the Return of Title IV Funds Policy when a recipient of Title IV aid (new or returning) completely withdraws from the college through the 60% point during a payment period. The institution must calculate the amount(s) of Title IV aid the student earned and return the unearned portion(s) of the Title IV fund(s) to the Title IV program(s). In some calculations, the institution and student will be required to return unearned Title IV funds to the Title IV programs.

Students officially begin the withdrawal process when they notify the Admissions/Records Office. Students are given an official withdrawal form to complete, sign and date. The Financial Aid Office will use the date the student signs the form as the official withdrawal date. Withdrawal dates are also determined when an instructor enters a "W" or "WF" and the last date of attendance on the student's record. A weekly report is run by the Financial Aid Office to monitor whether a student has totally withdrawn from all classes for the semester. If the student does not officially begin the withdrawal process by notifying the Admissions and Records Office and the instructor does not enter a student as a complete withdrawal, the Financial Aid Office can use the date the student otherwise provided official notice of intent to withdraw by contacting the institution.

At this point, the Financial Aid Office must determine if the student was a recipient of Title IV funds who withdrew prior to the 60% point and perform the Return of Title IV Funds calculation. If it is determined that the student received an overpayment, the Financial Aid Office is required to send written notification to the student

informing the student of the amount owed and the Title IV program to repay. This notification must be sent to the student, no later than thirty calendar days after the date the Financial Aid Office is notified the student withdrew. The student has a 45-day period to take positive action by contacting the Financial Aid Office. By the 46th day, if the student has failed to take positive action, the student's overpayment will be referred to the Department of Education for collections and the overpayment will immediately be reported to NSLDS (National Student Loan Data system). The student's eligibility for Title IV funds ends.

Students that take positive action within the 45-day period are eligible to extend their Title IV eligibility by repaying the overpayment in full to the school or by signing a repayment agreement with the Business Office. If a student goes into repayment, they will have three months to repay the overpayment. The student will be required to repay 10% of the total overpayment (each payment) owed for the first two months with the balance to be paid in full by the third month or other approved satisfactory repayment agreement. Any time the student fails to meet the terms of the repayment agreement, the student's overpayment will be referred to the Department of Education for collections and immediately reported to NSLDS. The student's eligibility for Title IV funds ends.

If the Return of Title IV Funds calculation is performed and it determines that the student received less Title IV funds than the amount earned, the institution must make a post-withdrawal disbursement to the student of the earned aid that was not received. In order to make a post-withdrawal disbursement for incurred educational costs, the school must have received the student's valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC). Students must also have a complete financial aid folder (all documentation requested) on file in the Financial Aid Office. To be eligible for a post-withdrawal disbursement, the student must meet all Federal Guidelines outlined by the Department of Education.

MITCHELL
COMMUNITY
COLLEGE

STUDENT LIFE

Student Life

Mitchell Community College is committed to helping students develop to their fullest potential. With this goal in mind, the College strives to offer social and cultural activities to build well-rounded persons as well as a comprehensive program in academics. Students at Mitchell Community College are expected to conduct themselves in accordance with federal, state, and local statutes. Mitchell Community College will cooperate with the respective law enforcement agencies in their enforcement. The CODE OF STUDENT CONDUCT AND STUDENT APPEALS procedure is detailed in the *Student Handbook*, which is distributed to each student enrolled in a curriculum program or course.

Student Responsibility

While it is the role of the College to provide counseling services and academic advising to students, the responsibility for planning and pursuing a program of study rests with the student. Course selection and a field of study should be considered carefully by the student with the assistance and support of counselors, academic advisors, administrators, faculty and staff. The student is responsible for his or her persistence in pursuing a program of study to completion and for planning entry into a career or transfer to a senior institution.

Student Records and Privacy Rights

Mitchell Community College must maintain accurate and confidential student records and must recognize the rights of students to have access to their educational and personal records in accordance with existing College policy and the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) and its revisions effective 1976.

- "Educational Records" include files, documents, and other materials, which contain information directly related to students. The term "educational records" does not include the following:
- Records and documents of institutional personnel which are kept apart from educational records.
- Records on the student which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professionals or paraprofessionals acting in their official capacity.
- Financial records on the parents of the student.
- Records of instructional, supervisory and administrative personnel kept in their sole possession provided they are "not accessible or revealed to any other person except a substitute."

Release of Student Educational Records

The following "Directory Information" may be made available to the public by the College without the student's written permission unless the student notifies the Office of Student Services in writing by the third week of the semester that such information concerning themselves is not to be made available.

- Student's name, address, and telephone number
- Major field of study or program, club and sport activities
- Dates of attendance, degrees, diplomas, honors, or awards received and the most recent previous educational institution

Faculty and administrative officers and staff of the College who demonstrate a legitimate educational need will be permitted to look at the official student file for a particular student.

Requests for confidential information shall not be honored without proper written consent. The written consent must specify the records or the specific data to be released and to whom it is to be released, and each request must be handled separately. Exceptions to this policy are:

- Requests for confidential information will be honored without prior consent of the student in connection with an emergency.
- Official requests in connection with the audit and evaluation of federal or state supported programs or in connection with enforcement of federal or legal requirements which relate to such programs.
- An official order of a court of competent jurisdiction.
- Subpoena. (Students will be notified immediately by registered mail that their records are being subpoenaed.)
- Persons or organizations providing financial aid to the student or determining financial aid decisions.

Control of Student Records

Transcripts and other information are released only with the written permission of the student. The only exception is that transcripts may be released by telephone request to another educational institution in which case the student receives written notification of such release.

Students have the right to inspect their own records. Upon inspection, students are entitled to an explanation of any information contained in their record. Students have the right to copies of academic records of credits earned at Mitchell. Copies of transcripts and/or other information from institutions other than Mitchell must be requested from the originating institution.

An official student file shall not be sent outside the Counseling Office, Records Office, Financial Aid Office, Veterans Affairs Office, Advisor's Office, or other custodial offices except in circumstances specifically authorized by the Dean of Student Services. The authorization for such special circumstances must be in writing. College officials responsible for the proper maintenance of education records include the Director of Admissions and Records and the Dean of Student Services. A student who believes that information contained in records is inaccurate or misleading may request that the record(s) be amended. The request must be in writing and directed to the Dean of Student Services. A student wishing to file a complaint with the U.S. Department of Education concerning alleged failures by Mitchell Community College to comply with the requirements of FERPA should contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Services to Individuals With Disabilities

Mitchell Community College operates programs, activities, and services to ensure that no qualified individuals with disabilities are excluded from participating in, denied the benefit of, or subjected to discrimination in College programs, activities, or services solely by reason of their disability. By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment which substantially limits one or more major life activities such as walking, seeing, hearing, speaking, or learning.

All students with disabilities have the responsibility of meeting each program's essential technical and academic standards. Reasonable accommodations, academic adjustments, and/or auxiliary aids are determined on a case-by-case basis. The College shall select among equally effective and appropriate accommodations, adjustments, and/or auxiliary aids. The College has a right to deny a request for accommodations if the documentation does not identify a specific disability, the documentation fails to verify the need for the requested services, the documentation is not provided in a timely manner or if the desired accommodation would pose an undue burden on MCC. In the event a requested accommodation would pose an undue burden, MCC will endeavor to make an equally effective accommodation that would allow the requesting party equal access to MCC programs. Guidelines for appropriate documentation of disabilities are available from the disabilities coordinator upon request.

While MCC will provide auxiliary aids and services, the College cannot provide attendant care services/ personal assistants or items for personal use such as wheelchairs, other mobility aids or hearing aids. If a student requires the help of a personal assistant to participate in college programs, the disabilities coordinator can refer the student to a community resource for assistance.

It is the student's responsibility to initiate requests for accommodations. Students requiring services should contact the Office of Disability Services in room 103C of the Main Building, telephone 704.878.3267. All requests for accommodations should be made in advance, as some accommodations will require time and resources to provide. Academic accommodations should be requested at the beginning of each semester in the Office of Disability Services.

If a disagreement arises concerning specific accommodation requests, efforts should first be made to resolve the issue with the Office of Disability Services. If a satisfactory agreement cannot be reached, the student, faculty member, or other college employee may file a grievance by following the College's ADA Grievance Procedure, which is published in the Student Handbook.

Special Populations

The purpose of the Carl D. Perkins Vocational and Technology Education Act of 1998 (P.L. 105-332) is to develop more fully the academic, vocational, and technical skills of secondary students and post-secondary students who elect to enroll in vocational and technical education programs. Special population students receiving services under this Act are defined as: individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement, including individuals with limited English proficiency. Students may access services by contacting the Office of Special Populations, located in room 103C of the Main Building, telephone 704.878.3267.

EEO Policy

Mitchell Community College is committed to a policy of affirmative action and equal opportunity for all qualified applicants for employment, all employees, all applicants for admission and all students. Such employment and educational opportunities are offered without regard to race, color, religion, national origin, sex, age, political affiliation/belief or disability. This policy incorporates the requirements of Federal Executive Order 11246 and 11375 as amended, and all applicable Federal and State laws and regulations. Persons with concerns related to areas falling under federal and state regulations should contact the Equal Employment/Affirmative Action Officer, whose office is located in the Main Building, Human Resources office, telephone 704.878.3217.

Faculty Advisors

Upon completion of the admissions process, each student is assigned an advisor. In program areas these advisors are the primary instructors. In the areas A.A., A.F.A., A.S., advisors are randomly assigned. Recognizing the advisee-advisor relationships is as important as classroom instruction, advisors are available daily for assistance in needed areas. Specialized assistance is available through the Dean of Student Services.

Counseling and Career Development Services

Professionally trained counselors are available to provide counseling and career development services to assist students in identifying and meeting their educational and career goals. Counselors are also available to help students resolve problems of a personal nature that might affect progress toward meeting educational goals.

Mitchell Community College's Career Center provides the following services/activities:

Career Assessment:

Assistance is provided in helping individuals identify jobs/careers that match their interests, skills, abilities and personalities.

Career Library:

The following information is available: job descriptions, salaries, education/training requirements, and job outlook.

College Catalogs:

Catalogs from all North Carolina two-year and four-year colleges and universities are housed in the Career Center. For assistance/information, call 704.878.3242.

Computerized Career Decision-Making Information:

With the aid of the computer, individuals are guided through a series of activities that facilitate career decision-making.

Intramurals

Intramural competitions may be organized for students by the Student Government Association, Student Services personnel, and clubs and/or organizations.

Student Organizations

Mitchell Community College encourages students to be active in affairs of the institution. Through organizations, the student will find opportunities for entertainment, making new friends, leadership, and service to the college community. All student organizations must be approved by the administration and Student Government Association. Each organization must have a copy of its constitution or purpose that includes a statement of open membership without regard to race, color, religion, handicap, sex, creed, or national origin. The name of a faculty or staff advisor must be on file with the Student Government Association.

Student Government Association

The mission of the SGA is to make campus life more enjoyable by encouraging students to have a voice and to become involved in worthwhile campus activities.

The Student Government Association acts as an intermediary between the student body and the administration of the College, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Government Association. The Constitution and the Student Code of Conduct are found in the *Mitchell Community College Student Handbook*.

Student Grievance and Appeals

The student grievance and appeals procedure provides a system to channel student complaints and requests to appropriate college officials. The Student Rights, Responsibilities and Judicial Procedures Policy as published in the *Student Handbook* establishes a student's right to inquire about and to propose changes to the policies, regulations and procedures affecting the welfare of students.

Students should refer to the *Student Handbook* for policies governing academic honesty, sexual harassment, ADA grievance procedure, disciplinary procedure, and student rights and code of conduct. Students may also consult with the Dean of Student Services for assistance.

Learning Resources Center/Huskins Library

The Learning Resources Center, which became the J.P. and Mildred Huskins Library on June 26, 2000, provides resources and services which support and enhance the instructional program at Mitchell. Library services include reference assistance, book selection, group or individual library orientation, interlibrary loans, Internet access, and a coin-operated copier. Audiovisual services include equipment for viewing and listening, and video/audiocassette editing and duplication. The North Carolina Information Highway, located downstairs, is an interactive digital video classroom through which Mitchell has the ability to teach and receive classes in conjunction with over two hundred other available sites.

Regular library hours: Monday-Thursday, 8:00 a.m. to 9:00 p.m. and Friday 8:00 a.m. to 4:00 p.m.

Health and Wellness

Students at Mitchell Community College are encouraged to notify the College of medical conditions by a statement on the application form. There is also a space on the same form requesting that students provide the College with information about whom to contact in case of an emergency. The College has a communicable disease policy and a drug and alcohol policy in the *College Catalog* and the *Student Handbook*. Medical emergencies are managed by the Iredell County EMS, Emergency Care units of Davis Regional Medical Center and Iredell Memorial Hospital. First aid kits are available in all work areas for minor injuries. Health education courses and physical education activity courses are taught by curriculum faculty members in the Physical Education Division.

In addition to formal coursework, the College maintains a busy schedule of health education offerings. There is an annual health fair that provides free health screenings for students. There are educational publications and posters in a variety of campus locations that relate to drug and alcohol issues, as well as other health concerns. There are also educational workshops for students about specific diseases and conditions. Counselors in the Student Services area maintain lists of health professionals and assist students by making appropriate referrals.

Student Rights

All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.

The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with requirements of the act. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

Information About the College

Information about crime on the college campus is available to students and the general public from the Office of Campus Safety and Security, located in the Cherry Street Center (704 Cherry Street). Information about the graduation completion rate for each academic program is available in the Office of Institutional Effectiveness, which is located in the Main Building on the Statesville Campus at 500 West Broad Street. Offices are open during the regular college operating hours

Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. When, therefore, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. The following regulations set forth rules of conduct, which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in the *Student Handbook*.

A. Academic Dishonesty—taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).

B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.

C. Possession of or use of alcoholic beverage or being in a state of intoxication on the college campus or of college-sponsored or supervised functions off campus or in college-owned vehicles. Possession, use or distribution of any illegal drugs. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions. (Refer to the Drug and Alcohol Policy)

D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.

E. Mental or physical abuse of any person on college premises or at college-sponsored or college supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.

F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or any employee's performance or creates an intimidating, hostile or offensive environment.

G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.

H. Occupation or seizure of any manner of college property, a college facility or any portion thereof for a purpose inconsistent with prescribed, customary, or authorized use.

I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process of institutional functions

of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.

J. Possession or use of a firearm, incendiary device or explosive, except in connection with a college approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.

K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.

L. Gambling.

M. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas.

N. Violations of college regulations regarding the operation and parking of motor vehicles.

O. Forgery, alteration, or misuse of college documents, records or instruments of identification with intent to deceive.

P. Failure to comply with instructions of college officials acting in performance of their duties.

Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation.

R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans or the passing of worthless checks to college officials.

S. Violation of a local, state or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.

T. Falsification of college documents. College documents include, but are not limited to, financial aid applications, admissions applications, residency determination applications, distance learning documentation, and registration materials.

MITCHELL COMMUNITY COLLEGE

ACADEMIC POLICIES

Academic Policies

Semester System

Mitchell operates on a three-semester system. The fall and spring semesters are sixteen weeks in length. The summer semester is ten and eight weeks in length. Semester credit hours are awarded as follows: credit of one semester hour is awarded for each sixteen hours of class work; credit of one semester hour is awarded for each 32 or 48 hours of laboratory work; and credit of one semester hour is awarded for each 48 hours of clinical practice. Credit of one semester hour is also awarded for 160 hours of work experience such as cooperative education, practicums, and internships.

Registration

All students are required to register at the beginning of each semester of attendance. Students may not attend courses for which they are not officially enrolled. Formal completed enrollment is based on the official class rosters generated by the Admissions and Records Office as soon as possible after registration.

Change of Schedule

Changes in a class schedule after the last day for drop/add must be made in the office of the Director of Admissions and Records. The last day that courses may be added each semester is stated on the college calendar. Any student wishing to drop a course must complete the drop form which is processed through the Academic Advisor and the Admissions and Records Office.

Student Course Load

Students must register for twelve semester hours to be considered full-time, and the course load must not drop below these hours per semester. These requirements are minimal to receive full VA benefits. The normal course load varies with each program. For A.A., A.S., or A.F.A. degrees, the normal course load is sixteen credit hours per semester while the normal course load for any A.A.S. technical program is eighteen credit hours per semester. Students may not register for more than 21 credit hours without approval of the Dean of Student Services. Approval of an overload will be determined on the basis of past academic achievement of the student. Students who are employed while attending college should consult with their faculty advisor to determine an appropriate course load.

Classification

Students are classified as freshmen from initial enrollment until thirty semester hours credit have been earned, at which time they are classified as sophomores. For student activities purposes, students must have been enrolled for a minimum of two semesters before they are classified as sophomores.

Attendance Policy

Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result, the student is expected to be in attendance for each class meeting unless prohibited by uncontrollable events. No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed. Students anticipating an absence should contact their instructors in advance to make necessary arrangements. The instructor is responsible for informing students in writing of the class attendance policy at the beginning of each semester.

The instructor will inform the Admissions and Records Office when a student fails to comply with the attendance policy of the class or fails to attend for two consecutive weeks. A student will receive a grade of "W" if the student submits the appropriate completed drop/withdrawal form to the Admissions and Records Office prior to or on the 60% date of the semester or if the instructor drops the student from the class roster on or before the 60% date. If a student fails to comply with the attendance policy of the class or fails to attend for two consecutive weeks after the 60% date of the semester the student will receive a "W" if the student had a passing grade on the last day of attendance or "WF" if the student had a failing grade on the last day of attendance. A "WF" carries the same academic penalty as a grade of "F". An instructor may administratively withdraw a student who is not meeting the attendance requirements of the college. Some programs may have more stringent attendance policies than the general policy of the College. However, this should be stated in the course syllabus and approved by the College.

Withdrawal Policy

To withdraw officially from a single course, a student should submit a completed drop form, signed by the instructor and the advisor, to Student Services. To officially withdraw from school, a student must submit a completed withdrawal form to the Admissions and Records Office. The last day to withdraw from a course or from all courses without any academic penalty is at the 60% point of the semester. The exact date for each academic term is published in the *Student Handbook* and in the *College Catalog*. A student may withdraw from a course or withdraw from all courses up to and including the published date to withdraw with a grade of "W". After the 60% point, a student will receive a "W" if passing on the last date of attendance or a "WF" if failing on the last date of attendance. A "WF" carries the academic penalty as a grade of "F".

NOTE: Failure to attend class or to notify the instructor does not constitute an official withdrawal.

Grading System and Grade Point Average

The 4.00 grade point system is used to calculate student grade point averages. The letter grades used are:

A	Excellent—4 grade points per semester hour
B	Good—3 grade points per semester hour
C	Average—2 grade points per semester hour
D	Passing—1 grade point per semester hour
F	Failed—No grade points per semester hour
•	Institutional Credit Only
CE	Credit by Examination
I	Incomplete—Work must be completed satisfactorily within the next semester, except that, where circumstances warrant, the instructor may approve an extension of time up to one year from the closing date of the course. If the "I" has not been removed by the designated date, a grade of "F" will be recorded.
NC	No Credit—Awarded to students who do not pass credit by examination.
W	Withdrawal—Denotes official withdrawal.
WF	Withdrawal Failing
AU	Audit—No grade points.
TR	Transfer Work
NS	No Show—Recorded for students who register for classes, but do not attend at least one class session prior to the 10% point.

Academic Forgiveness- grade not computed in grade point average.

The grade point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, the highest grade earned will be included in calculating the GPA. All courses attempted will be shown on the official transcript. A "C" average is required for graduation. On the 4.00 grade point system, a "C" average is a 2.00 grade point average. A letter grade followed by a [I] is given for developmental courses. Institutional credit only is awarded. Hours are not counted toward graduation and are not figured in the student's grade point average.

Course Examinations

A final exam is required in every course. The exam schedule is published by the Director of Admissions and Records Office and all exams are required to be held during the published hours.

Grade Reports

Records of progress are kept by this institution on veteran and non-veteran students alike, and progress records are furnished to all students at the end of each scheduled school semester.

Dean's List

The Dean's List is published at the end of each semester. It is published as follows:

Full-Time—Any student enrolled for at least twelve semester hours and earning a grade point average of 3.5 or better with no grade below "C" will be on the Full-Time Dean's List for that semester.

Part-Time—Any student enrolled for at least six semester hours, but less than twelve, and earning a grade point average of 3.5 or better with no grade below "C" will be on the Part-Time Dean's List for that semester.

NOTE: Courses that receive institutional credit only (Developmental Studies) are not calculated in the grade point average for any academic honors.

Satisfactory Academic Progress

Mitchell Community College is committed to the success of students. Part of that commitment to success is a process that gives students an early warning of the need to achieve a GPA of 2.00 before graduation. This warning also provides the mechanism to refer students who are experiencing academic difficulty to academic advisors for assistance or referral to the full range of services include free tutoring, remedial and supplemental self-paced computer modules, counseling, financial aid, and placement in part-time employment.

Academic Probation

Since the minimum grade point average (GPA) required to receive the associate degree, diploma, or a certificate is 2.00, curriculum students who fail to meet one of the following retention standards during any semester will be placed on academic probation for the following academic term.

1. Attain a 2.00 GPA for the current academic term, or
2. Meet one of the following retention standards

Up to 15 hours attempted	1.25	Overall	GPA
16-23 hours attempted	1.50	"	"
24-31 hours attempted	1.75	"	"
32 and above	2.00	"	"
Graduation	2.00	"	"

Students failing to maintain the average shown will be placed on academic probation and will remain on probation until the student's cumulative GPA reaches the standards of progress listed. The Director of Admissions and Records will notify students by letter of probationary status and will advise those students to make an appointment with their academic advisor and/or a counselor. Students receiving financial aid must maintain satisfactory academic progress to continue receiving aid. The total hours attempted are utilized in the computation of the overall cumulative grade point average. This includes both courses passed and failed, unless the course has been repeated. When a course is repeated, the highest grade earned will be included in the calculation of the grade point average. For further information, see the Financial Aid section of the College Catalog. Students receiving Veteran's educational benefits must meet the requirements for academic progress as set forth above. If Veterans do not meet this requirement, they will be placed on academic probation. For detailed information, see the Veterans section of the *College Catalog*. Students enrolled in the Nursing Program should see the "Nursing Policy and Procedure Manual " for the progression policy.

Academic Suspension

A student who fails to maintain the minimum grade point average outlined below will be subject to a period of academic suspension for one academic term. Students may re-enroll after one semester's suspension. They must complete the regular readmission form and are encouraged to schedule a pre-enrollment appointment with a counselor.

Credit Hours Attempted	Minimum Grade Points
10-20	0.50
21-31	0.75
32 and above	1.00

Academic Re-Instatement

Suspended students seeking immediate readmission must petition the Dean of Student Services prior to the beginning of the semester. This appeal will be directed to a committee composed of a counselor, a faculty member, and the Vice-President for Instruction.

Course Requirements

Mitchell Community College has established prerequisite and corequisite requirements for selected courses. The prerequisite and corequisite requirements are required of all students, including special students, who enroll in the courses. The purpose of the prerequisite and corequisite preparation is to insure that students have adequate academic experiential preparation to successfully complete the course.

Student Retention

Mitchell Community College makes every effort to assist enrolled students in achieving their academic goals. Academic evaluation and appropriate course placement is the basis of the retention efforts. Additional retention efforts include a comprehensive program of student financial aid, an academic advising system that assigns any program student to an advisor, the availability of professional counselors, a full open lab that provides both tutoring and individualized self-instructional modules and a student success course emphasizing study skills which is required of students that test into two or more developmental courses.

These efforts have resulted in a semester-to-semester student retention rate that is among the highest in the North Carolina Community College System.

Credit by Examination

Students whose special knowledge/skills qualify them to accelerate in their studies and who are currently enrolled at Mitchell Community College may receive credit by examination. Not all courses offered at MCC allow credit by examination. Students may challenge up to twenty percent of the courses in any program of study. Students may not challenge a course in which they are currently enrolled or in which they have received a grade of "D" or "F." A course may be challenged through credit by examination only once. A student who successfully completes a credit by examination will be awarded a grade of "CE" and credit hours for the course. Quality points will not be awarded; therefore, the grade is not included in the calculation of grade point average. A grade of "C" or better must be earned on the exam to receive credit. If a grade less than a "C" is earned, the student will receive a grade of "NC" (no credit awarded). Credit by exam hours cannot be used in calculating enrollment status for payment of Financial Aid or Veteran Educational Benefits.

Students requesting this type of credit should use the following procedure:

- Check with the course instructor for approval to attempt the credit by examination
- Obtain a Credit by Examination approval form. This form requires signatures of the administering instructor and the appropriate Curriculum Division Director.
- With the appropriate signatures, take the form to Student Services. The Director of Admissions and Records will determine payment required.
- Pay any required tuition and present the receipt to the Director of Admissions and Records for final signature.
- Once all signatures have been obtained, present the Credit by Examination approval form to the instructor administering the exam.
- After the exam, the instructor will notify the Records Office of the results. If successful a grade of CE will be entered on the transcript. If unsuccessful, a grade of NC will be recorded.

Advanced Placement for High School Courses

Advanced placement credit based on high school achievement may be allowed to students enrolling in specified programs. Details concerning specific requirements are available from counselors at the high schools and at Mitchell Community College.

Students enrolled in the nursing programs, please see the Nursing Policy and Procedure Manual.

Auditing Classes

Classes may be audited with permission of the instructor: however, no class may be audited more than once. The audit may occur either before or after taking the course for credit. Priority will be given to regular credit students. Any class with more than fifty percent audits may not be taught. No one will be allowed to audit an independent study or independent studio course.

Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no credit hours or quality points awarded. Registration or changes in registration for audits must be completed during the regular registration or change periods. Regular tuition and fees will be charged.

Course Repeats

When a course is repeated, the highest grade is recorded as the final grade for the course and will be the only grade used in calculating grade point averages or hours towards graduation; however, all courses attempted will be shown on the official transcript. In those cases where a course in which the student received an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted upon

recommendation of the Vice-President for Instruction for purposes of meeting program requirements. Any exceptions must be approved by the Vice-President for Instruction. Even though Mitchell Community College will count only the highest grade when calculating grade point averages, the sixteen North Carolina University institutions may use both grades to arrive at a grade point average for transfer.

Course Substitutions

No course substitutions may be made and no graduation requirements may be waived without recommendation from the program director and the Vice-President for Instruction.

Transcripts

An official transcript will be sent to the appropriate institution or employer upon written request by the student. A transcript request card must be completed and signed by the student before a transcript is released. No transcript will be released until all financial obligations to the College have been met.

Graduation Requirements

The following requirements apply to programs; however, some divisions may have additional requirements applicable only to that division:

- Students in the programs awarding diplomas are required to reach a reading proficiency level. Students in programs awarding the associate in arts, associate in fine arts, associate in science, or associate in applied science degrees are required to make satisfactory scores on the reading placement test, or successfully complete reading requirements.
- Students may graduate under the catalog upon which they enter or any subsequent catalog in effect while they remain in continuous enrollment. Upon changing from one program to another within the College, students must graduate under the catalog in effect at the time they change or any subsequent catalog while they remain in continuous enrollment. Continuous enrollment excludes summer semester.
- Along with the appropriate number of hours earned and the completion of all required courses for their specific program, students must have a 2.0 grade point average in order to graduate and receive a degree, diploma, or certificate.
- Application for graduation and payment of graduation fees must be made during the registration period for the student's last semester. If a student plans to complete requirements at the end of summer semester and wishes to participate in May graduation, fees must be paid with spring registration. Also, a student must register and pay for the courses needed to complete their program during summer early registration.
- A minimum of twenty semester hours credit in the student's program of study must be earned at Mitchell Community College in order to be eligible for graduation in an associates level program. Only 25% of credit hours in a diploma or certificate program may be accepted as transfer credits.
- A maximum of seven semester hours credit may be earned at another institution and accepted for graduation purposes after a student transfers from Mitchell Community College.
- To be eligible for graduation, the student must fulfill all financial obligations to the College.

Graduation Honors

All course requirements must be completed at the time of graduation to qualify for honors.

High Honors—A student who has a cumulative grade point average of 3.75 or greater with no grade below a "C" will receive High Honors at graduation.

Honors—A student who has a cumulative grade point average of 3.50 to 3.74 with no grade below a "C" will receive Honors at graduation.

At least fifty percent of the curriculum requirements must be completed at Mitchell Community College to be eligible for honors at graduation. Certificate programs do not qualify for honors. Courses that receive institutional credit only (Developmental Studies) are not calculated in the grade point average for any academic honors.

Graduation Marshals

The graduation marshals are those freshmen enrolled in a program of study who have the highest grade point averages, have earned a minimum of twelve semester hours. They will assist in graduation exercises and other college events.

Academic Honesty

Mitchell Community College is committed to academic excellence which strengthens pride, integrity, and self-realization. Such acts as plagiarism (presenting the words, graphics, structure, or ideas of others as if they were one's own without proper acknowledgement or documentation) and taking answers from another student's test paper are subject to disciplinary action. Any form of academic dishonesty is unacceptable and if detected could result in disciplinary action.

Cooperative Education Program/Student Job Placement

The Cooperative Education Program is an academic program which integrates classroom study with practical experience in business, education, industry, public and community agency work situations. Through this experience, students are given the opportunity to practice in a work environment the theories and principles related to their major course of study. The work experience constitutes a regular and essential element in the educational process by allowing students to apply their studies in a real work environment. The Cooperative Education work experience occurs concurrently with academic studies, may be paid or unpaid, and awards academic credit. A maximum of six credit hours may be earned through the Cooperative Education program. One hour equals 160 hours of work experience per semester. Credit is awarded based on evaluations and assignments from the students' supervisor at work, faculty advisor, and the Cooperative Education director. For many MCC students, Cooperative Education provides an extra means of financial support. All curriculums except Nursing, Cosmetology, Human Services, and Medical Assisting may participate in Cooperative Education.

Employers must agree to assist with evaluations with their individual students' progress.

Eligibility:

Students are accepted from various programs of study at MCC and may participate in the Cooperative Education program provided they meet and satisfy the following general criteria:

- Be enrolled in a MCC curriculum or degree in which Cooperative Education is allowed;
- Have a minimum 2.0 GPA;
- Be recommended by the student's faculty advisor;
- Be approved by the Cooperative Education Office;
- Have successfully completed at least nine semester hours of college-level work in their major area of study, including any specific courses required by the program;
- Have completed all required developmental courses.

Currently Employed Students:

Students may qualify to receive Cooperative Education academic credit if they are already employed and meet the following general criteria:

- Students must be acquiring significant new skills or knowledge related to their academic field of study, and/or
- Students must be developing recently-learned skills or applying recently-learned knowledge related to their academic fields of study and/or
- Students must receive increased levels of responsibility related to their academic field of study.

For more information on how to participate as a Cooperative Education student or employer, contact the Cooperative Education Office, Montgomery Student Center, and 704.878.4262/4263.

Student Job Placement Services

Mitchell Community College offers job placement service to students for part-time or full-time employment. The services of the Job Placement Office are available to current and graduating students, alumni, and prospective employers. Graduating students are given counseling and assistance in preparing for job placement. Information pertaining to job opportunities is provided, along with assistance in gathering and presenting information to prospective employers. Further information may be obtained from the Job Placement Office. The following services/activities are provided by Mitchell Community College's Job Placement Services:

Job Openings:

An up-to-date list of full-and part-time job vacancies is maintained.

Job Readiness Training:

Students are taught how to develop a job search plan, complete resumes and conduct successful job interviews.

For more information on the Student Job Placement services, please contact or visit the Student Job Placement/Cooperative Education office, Montgomery Student Center, 704.878.4263/4262.

Tech Prep Articulation Credit

Mitchell Community College formally identifies, recognizes and awards College Tech Prep placement credit (college credit) for courses in the North Carolina High School to Community College Articulation Agreement if the college course for which credit is being sought is listed in this catalog. To receive credit, a student must meet both the grade and VoCATS score requirements. Mitchell must receive official documentation of a student's eligibility from the student's high school. For a complete list of the courses and requirements, please contact your high school or a counselor at Mitchell Community College.

Developmental Education Program

Founded on the "open door" admissions philosophy, Mitchell Community College provides developmental education courses to ensure that students at all ability levels may be successful learners. Developmental education courses promote the cognitive and affective growth of students at all levels of the learning continuum, thereby ensuring educational opportunity for each post-secondary learner. In addition, developmental education courses ensure high academic standards by enabling learners to acquire competencies needed for success in mainstream college courses.

Charlotte Area Educational Consortium

Mitchell Community College is a member of the Charlotte Area Educational Consortium (CAEC), which exists for the purpose of fostering attainment of the highest level of collegiate education for students in the Charlotte metropolitan area. CAEC has as a portion of its purpose:

- to afford students broader educational experiences, both curricular and extracurricular.

- to encourage multi-instructional use of faculty, equipment, and facilities where feasible.
- to act as a forum for sharing information and important events.

Of special interest to Mitchell Community College students is the Consortium Student Exchange program. This program allows, under specific guidelines, students of member institutions to take courses at other member institutions when such courses are not available at the student's home institution. This means full-time Mitchell students may enroll in approved courses for no additional tuition charges at any of the participating institutions. The Director of Admissions and Records at Mitchell will provide specific guidelines and necessary forms for this program.

Participating institutions are:

Barber-Scotia College
Belmont Abbey College
Catawba College
Catawba Valley Community College
Central Piedmont Community College
Cleveland Community College
Davidson College
Gardner-Webb University
Gaston College
Gordon-Conwell Theological Seminary
Johnson C. Smith University
Lenoir-Rhyne College
Livingstone College
Mitchell Community College
Pfeiffer University
Queens College
Rowan-Cabarrus Community College
South Piedmont Community College
Stanly Community College
University of North Carolina at Charlotte
University of South Carolina at Lancaster
Wingate University
Winthrop University
York Technical College

The MIND Center for Learning and Teaching

The MIND Center for Learning and Teaching is committed to providing quality academic support services that enable students to:

- develop, enhance, and maximize their learning skills;
- improve their understanding, achievement, and enjoyment of course work;
- become proficient in using computer software and equipment; and
- employ successful learning strategies for their personal, academic, and professional pursuits.

Located in rooms 201 and 202 of the Huskins Library, the MIND Center serves students' academic needs with the Tutoring Center and the Computer Center. The Tutoring Center offers free peer tutoring in any course by appointment or on a drop-in basis with additional academic support for writing, mathematics, and other courses with learning skills videos, textbooks, audiotapes, and handouts.

The Computer Center offers students, faculty, and staff access to computer software and equipment for a variety of purposes from tutorials in grammar, writing, reading, and keyboarding skills to data processing, accounting, and word processing.

The MIND Center is staffed by trained personnel who seek to provide a successful and enjoyable working environment for students, faculty, and staff, as well as members of the community. Currently, the MIND Center staff includes a coordinator, program assistants, tutors, and student assistants. General operating hours for the center are 8:00 a.m. to 8:30 p.m. Monday through Thursday and 8:00 a.m. to 3:30 p.m. on Friday. During summer semester and breaks, operating hours may change but will be posted.

Distance Learning

Distance learning at Mitchell Community College provides students with the opportunity to begin or continue their education using other than traditional instructional methodologies. Distance learning takes place when the student and the instructor are in different settings, and the distance between the two is bridged using some form of technology. Students and instructors may be connected via the Internet, videos, or televised programs. Although not a new concept, distance learning is becoming a more popular alternative to the traditional classroom setting. Distance learning is an appropriate alternative for individuals who are self-motivated but cannot attend a traditional classroom setting because of time constraints or time conflicts brought on by employment, family, social, civic or community commitments. Individuals who have satisfied course prerequisites may participate in distance learning at Mitchell.

Students who qualify to receive education benefits from the Department of Veteran Affairs and Financial Aid are required to attend the orientation session and communicate with their instructors at least once a week. The distance learning instructor's signature is required on the Veteran Attendance Sheet which is turned in to the Assistant Financial Aid Director every three weeks.

Our mission at Mitchell Community College is to provide educational opportunities (quality courses, and eventually programs) at a distance to our students, the citizens of Iredell County and beyond. Students are currently able to avail themselves of the following distance education options: Internet-based courses, telecourses, and interactive television courses (North Carolina Information Highway or NCIH). All academic policies as set forth in the College catalog apply to students who take online, telecourses, or Information Highway classes. For questions about Distant Learning at the College, email dl-information@mitchell.cc.nc.us.

Online (Internet) Courses

Internet (Online) courses are offered in both Curriculum and Continuing Education with 100% of the course being offered online. Orientation and course exams may be via email or with a required on-campus session

Students taking online courses receive the same credit, the same course content, and are assessed the same tuition as traditional students. However, students receive primary instruction, interact with their instructors and other students, and complete homework assignments from their personal computers (in most cases without having to come to the campus). Some courses are a mix of traditional and online instruction and do require on-campus meetings, but for many courses students need only come to campus for orientation, to purchase books, and to pay tuition. Instructors of Internet based courses are available to students via email, telephone, or by scheduled appointments.

Telecourses

Telecourses are offered in both Curriculum and Continuing Education where video, television, or cassette delivers 100% of the instruction. Orientation and course exams may be via email or with a required on-campus session.

Students taking telecourses receive the same credit, the same course content, and are assessed the same tuition as the traditional student. Telecourses utilize televised programs, textbooks, and other supplemental materials to provide courses at a distance. PBS televises course content at designated times during the semester, and students may view the telecast at the time it is aired, or they may tape the televised sessions to be viewed later. Students also may receive videotapes of the entire course or parts of the course at the beginning of the semester. These tapes are rented for the semester and must be returned before the student receives a grade for the course. Telecourses are designed for individuals who have conflicting schedules and may be taken by anyone

satisfying the prerequisites for the course. Students must complete textbook assignments and other requirements and take exams according to the telecourse syllabus generated by the instructor. Students are required to report to campus for orientation and for testing.

Hybrid

Hybrid courses are offered in both Curriculum and Continuing Education with a combination of classroom and on-line delivery. Face to face sessions as determined appropriate by the College are listed in the curriculum course schedule. Orientation for a hybrid class will be the first scheduled classroom day.

North Carolina Information Highway

Students participating in distance education via the North Carolina Information Highway receive the same credit, the same course content, and are assessed the same tuition as the traditional student. The Information Highway network brings together groups of students at distant sites, or students in the information highway room can receive instruction from another site that is equipped with the same technology. This is a traditional class in every respect except that the instructor may be at a distance, or Mitchell Community College may be broadcasting the class to other distant sites. Students interact with other students and with the instructor at a distance using microphones, video cameras, and television monitors. Students register for classes using the information highway room as they would for any other classes.

Mitchell Community College 2003-2004 Outcomes/State Performance Measures

1. Progress of basic skills students
   - state standard: 75% will make progress
   - MCC outcome: 75% made progress
2. Licensure and certification
   - state standard: 80% aggregate pass rate with no exam pass rate below 70%
   - MCC outcome: 91% aggregate pass rate; no pass rates below 70%
3. Goal completion of program completers
   - state standard: 90%
   - MCC outcome: 100%
4. Employment status of graduates
   - state standard: 90% will be employed
   - MCC outcome: 99.6% of 2002-2003 graduates employed
5. Performance of students who transfer to the university system
   - state standard: 85.9% required for equivalence to UNC native sophomores and juniors
   - MCC outcome: 80.3%
6. Pass rates of students in developmental courses
   - state standard: 70%
   - MCC outcome: 77%

7. Success rate of developmental students in subsequent college-level courses
    - state standard: No statistically significant difference between developmental and non-developmental students who obtain GPAs of 2.0 or higher
    - MCC outcome: Developmental 78% pass rate Non-developmental 81% pass rate
8. Student satisfaction of program completers and non-completers
    - state standard: 90% will report satisfaction with the quality of the college's programs and services
    - MCC outcome: 95% reported satisfaction
9. Curriculum student retention and graduation
    - state standard: 60% of defined cohort will graduate or be retained
    - MCC outcome: 66% retention/completion
10. Employer satisfaction with graduates
    - 85% of employers will report satisfaction with graduates
    - MCC outcome: 95% reported satisfaction
11. Client satisfaction with customized training
    - state standard: 90% will report satisfaction
    - MCC outcome: 100% satisfaction
12. Program enrollment
    - state standard: all programs will have an average of 10 students over a 3-year period
    - MCC outcome: one program did not meet standard for enrollment over 3-year period

MITCHELL
COMMUNITY
COLLEGE

CURRICULUM PROGRAMS

Programs of Study 2005-2006

College Transfer Programs	Program Code
Associate in Arts (A.A.)	A10100
Associate in Fine Arts (A.F.A.)	A10200
Associate in Science (A.S.)	A10400
Associate in Applied Science (A.A.S.)	
*Accounting	A25100
Associate Degree Nursing	A45120
Business Administration	A25120
Business Administration—Marketing & Retailing (concentration)	A2512F
Computer Programming	A25130
Criminal Justice Technology	A55180
*Early Childhood Associate	A55220
Early Childhood—Special Education	A5522A
Early Childhood—Teacher Associate	A5522B
*Electrical/Electronics Technology	A35220
*Electronics Engineering Technology	A40200
*General Occupational Technology	A55280
Human Services Technology	A45380
Information Systems	A25260
*Internet Technology	A25290
*Mechanical Engineering Technology	A40320
*Medical Assisting	A45400
*Office Systems Technology	A25360
Diploma	
Air Conditioning, Heating & Refrigeration Technology	D35100
Cosmetology	D55140
Certificate	
Basic Law Enforcement Training	C55120
Cosmetology Instructor	C55160
Esthetics Technology	C55230
Manicuring/Nail Technology	C55400
Nursing Assistant	C45480
Phlebotomy	C45600

Additional programs available through collaboration with neighboring community colleges:

Collaborative Programs (A.A.S.)

Biotechnology	A20100
Speech-Language Pathology Assistant	A45730

**Diplomas and/or certificates are available in these programs. See individual program pages.*

Pre-major Transfer Programs

Associate in Arts (A10100)

Pre-Art Education	A1010A
Pre-Business Administration	A1010B
Pre-Business Education and Marketing Education	A1010C
Pre-Criminal Justice	A1010D
Pre-Elementary Education	A1010R
Pre-English	A1010E
Pre-Health Education	A1010G
Pre-History	A1010H
Pre-Middle Grades Education and Special Education	A1010S
Pre-Nursing	A1010I
Pre-Physical Education	A1010J
Pre-Political Science	A1010K
Pre-Psychology	A1010L
Pre-Social Science Secondary Education	A1010M
Pre-Sociology	A1010N

Associate in Science (A10400)

Pre-Biology and Biology Education*	A1040A
Pre-Chemistry and Chemistry Education*	A1040B
Pre-Engineering*	A1040D
Pre-Mathematics	A1040E

**In this major, one or more courses may not be offered on this campus; however, they are available through the Charlotte Area Educational Consortium Colleges and Universities at Community College tuition rates.*

Associate in Arts [A.A.]

Degree Requirements [A10100]

I. General Education Core — 44 SHC

English/Communications — (6 SHC)

Required

ENG	111	Expository Writing	3
ENG	113	Literature Based Research	3

Humanities/Fine Arts — (12 SHC)

A literature course and COM 231 are required. Select two additional courses from two additional discipline areas.

ART	111	Art Appreciation	3	HUM	120	Cultural Studies	3
ART	114	Art History Survey I	3	HUM	150	American Women's Studies	3
ART	115	Art History Survey II	3	HUM	160	Introduction to Film	3
COM	231	Public Speaking	3	MUS	110	Music Appreciation	3
ENG	231	American Literature I	3	MUS	111	Fundamentals of Music	3
ENG	232	American Literature II	3	MUS	112	Introduction to Jazz	3
ENG	233	Major American Writers	3	PHI	215	Philosophical Issues	3
ENG	241	British Literature I	3	PHI	230	Introduction to Logic	3
ENG	242	British Literature II	3	PHI	240	Introduction to Ethics	3
ENG	251	Western World Literature I	3	REL	110	World Religions	3
ENG	252	Western World Literature II	3	REL	211	Introduction to Old Testament	3
FRE	111	Elementary French I	3	REL	212	Introduction to New Testament	3
FRE	112	Elementary French II	3	SPA	111	Elementary Spanish I	3
FRE	211	Intermediate French I	3	SPA	112	Elementary Spanish II	3
FRE	212	Intermediate French II	3	SPA	211	Intermediate Spanish I	3
HUM	115	Critical Thinking	3	SPA	212	Intermediate Spanish II	3

Social/Behavioral Science — (12 SHC)

Four courses from three discipline areas are required. At least one course must be a history course.

ANT	210	General Anthropology	3	POL	120	American Government	3
ECO	251	Principles of Microeconomics	3	POL	210	Comparative Government	3
ECO	252	Principles of Macroeconomics	3	POL	220	International Relations	3
GEO	111	World Regional Geography	3	PSY	150	General Psychology	3
GEO	112	Cultural Geography	3	PSY	241	Developmental Psychology	3
GEO	113	Economic Geography	3	PSY	281	Abnormal Psychology	3
GEO	130	General Physical Geography	3	SOC	210	Introduction to Sociology	3
HIS	121	Western Civilizations I	3	SOC	213	Sociology of the Family	3
HIS	122	Western Civilizations II	3	SOC	220	Social Problems	3
HIS	131	American History I	3	SOC	225	Social Diversity	3
HIS	132	American History II	3				

Natural Sciences/Mathematics — (14 SHC)

A. Natural Sciences (8 SHC): Two courses, including accompanying laboratory work, from the biological or physical science disciplines are required.

BIO	110	Principles of Biology	4	CHM	152	General Chemistry II	4
BIO	111	General Biology I	4	PHY	110	Conceptual Physics	3
BIO	112	General Biology II	4	PHY	110A	Conceptual Physics Lab	1
BIO	120	Introductory Botany	4	PHY	151	College Physics I	1
BIO	130	Introductory Zoology	4	PHY	152	College Physics II	4
CHM	131	Introduction to Chemistry	3	PHY	251	General Physics I	4
CHM	131A	Introduction to Chemistry Lab	1	PHY	252	General Physics II	4
CHM	151	General Chemistry I	4				

B. Mathematics (6 SHC): At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics. Core transfer credits will not be allowed for both MAT 175 and MAT 161 and/or MAT 162.

Select at least one:

MAT	161	College Algebra	3
MAT	175	Precalculus	4

Second Math:

CIS	110	Introduction to Computers	3	MAT	162	College Trigonometry	3
CIS	115	Introduction to Programming & Logic	3	MAT	175	Precalculus	4
MAT	151	Statistics	3	MAT	263	Brief Calculus	3
MAT	161	College Algebra	3	MAT	271	Calculus I	4

II. Other Required Hours — 20-21 SHC

ACC	120	Principles of Financial Accounting	4	HEA	110	Personal Health and Wellness	3
ACC	121	Principles of Managerial Accounting	4	HEA	112	First Aid and CPR	2
ART	121	Design I	3	HEA	120	Community Health	3
ART	122	Design II	3	HIS	215	Nineteenth-Century Europe	3
ART	131	Drawing I	3	HIS	216	Twentieth-Century Europe	3
ART	132	Drawing II	3	HIS	226	The Civil War	3
ART	135	Figure Drawing I	3	HIS	231	Recent American History	3
ART	171	Computer Art I	3	HIS	236	North Carolina History	3
ART	231	Printmaking I	3	MAT	272	Calculus II	4
ART	240	Painting I	3	MAT	280	Linear Algebra	3
ART	241	Painting II	3	MAT	285	Differential Equations	3
ART	244	Watercolor	3	MUS	121	Music Theory	4
ART	271	Computer Art II	3	MUS	131	Chorus I	1
ART	281	Sculpture I	3	MUS	161	Applied Music I	2
ART	282	Sculpture II	3	MUS	162	Applied Music II	2
ART	283	Ceramics I	3	MUS	261	Applied Music III	2
ART	284	Ceramics II	3	MUS	262	Applied Music IV	2
ART	288	Studio	3	PED	110	Fit and Well for Life	2
BIO	163	Basic Anatomy & Physiology	5	PED	111	Physical Fitness I	1
BIO	168	Anatomy and Physiology I	4	PED	113	Aerobics I	1
BIO	169	Anatomy and Physiology II	4	PED	114	Aerobics II	1
BIO	275	Microbiology	4	PED	117	Weight Training I	1
BUS	110	Introduction to Business	3	PED	121	Walk, Jog, Run	1
BUS	115	Business Law I	3	PED	128	Golf—Beginning	1
CHM	130	General Organic & Biochemistry	3	PED	129	Golf—Intermediate	1
CHM	130A	General Organic & Biochemistry Lab	1	PED	130	Tennis—Beginning	1
CHM	251	Organic Chemistry I	4	PED	131	Tennis—Intermediate	1
CHM	252	Organic Chemistry II	4	PED	132	Racquetball—Beginning	1
CJC	111	Introduction to Criminal Justice	3	PED	133	Racquetball—Intermediate	1
CJC	121	Law Enforcement Operations	3	PED	137	Badminton	1
CJC	141	Corrections	3	PED	139	Bowling—Beginning	1
COE	111	Co-op Work Experience I	1	PED	142	Lifetime Sports	1
COM	120	Interpersonal Communication	3	PED	143	Volleyball—Beginning	1
CSC	134	C++ Programming	3	PED	144	Volleyball—Intermediate	1
CSC	148	JAVA Programming	3	PED	145	Basketball—Beginning	1
DFT	170	Engineering Graphics	3	PED	146	Basketball—Intermediate	1
ENG	125	Creative Writing I	3	POL	130	State & Local Government	3
ENG	135	Intro to Short Fiction	3	PSY	246	Adolescent Psychology	3
GEO	131	Physical Geography I	4	PSY	263	Educational Psychology	3

Total Required Credit Hours in Program — **64-65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Pre-Major Programs

Associate In Arts [A.A.]

Students pursuing one of the following pre-major programs to award the associate in arts (A.A.) degree should follow the basic A.A. program requirements, with attention to the following specific program requirements or recommendations. This will facilitate transfer with minimum complications in that particular major. It is however, always best if you know to which institution you plan to transfer in order to consider their requirements.

Pre-Art Education

ART 114 and ART 115 are required in the *Humanities/Fine Arts.* ART 121, ART 122, ART 131 are required in *Other Required Hours*. Two additional *art* courses are recommended from ART 132, ART 171, ART 231, ART 240, ART 281, ART 283.

Pre-Business Administration

POL 120, PSY 150 and SOC 210 are recommended in the *Social/Behavioral Sciences*. Either MAT 161 or MAT 175 and either MAT 263 or MAT 271 must be taken in the *Mathematics* area. In *Other Required Hours*, ACC 120, ACC 121, CIS 110, ECO 251, ECO 252 and MAT 151 are required.

Pre-Business Education and Marketing Education

In the *Social/Behavioral Sciences* ECO 251 is required with PSY 150 and SOC 210 being recommended. CIS 110 and either MAT 161 or MAT 175 are required in *Mathematics*. ACC 120, ECO 252, and either CIS 115 or CSC 134 are required in *Other Required Hours* with three of the following being recommended: ACC 121, Bus 110, BUS 115, or MAT 151.

Pre-Criminal Justice

POL 120, PSY 150, and SOC 210 are required in Social/*Behavioral Sciences*. Either MAT 161 or MAT 175 is required and MAT 151 is recommended for the second *Math* course. Under *Other Required Hours* CJC 111, CJC 121, and CJC 141 are required.

Pre-Elementary Education

In the *Humanities/Fine Arts* the literature must be selected from ENG 231, ENG 232, or ENG 233. COM 231, ENG 111, and ENG 113 are also required as well as one of these courses: ART 111, ART 114, ART 115 or MUS 110. In the *Social/Behavioral Sciences,* PSY 150 and either SOC 210 or SOC 225 are required. In the *Natural Sciences and Mathematics,* either BIO 110 or BIO 111 are required and either CHM 131 & CHM 131A, or CHM 151, or PHY 110 & PHY 110A, or PHY 151 are required as well as two of the following: CIS 110, MAT 140, MAT 161 or higher. In the *Other Required Hours* category it is best to consult the requirements for second majors of the institution to which the student plans to transfer. The following may be helpful: *English* - 6 SHC from ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 251, ENG 252; *Social Science:* ALL *History* courses, PSY 150, PSY 241, PSY 246, PSY 263, PSY 265, PSY 281; *Science*: BIO 111, BIO 112, BIO 130, CHM 151, CHM 152; *Mathematics:* 12 SHC from MAT 151, MAT 175, MAT 271, MAT 272. To transfer and be admitted into the major the student must have a minimum of a 2.5 GPA and satisfactory scores on the State Board of Education's PRAXIS tests.

Pre-Middle Grades Education and Special Education

In the *Humanities/Fine Arts* the literature must be selected from ENG 231, ENG 232, or ENG 233. COM 231, ENG 111, and ENG 113 are also required as well as one of these courses: ART 111, ART 114, ART 115 or MUS 110. In the *Social/Behavioral Sciences,* PSY 150 and either SOC 210 or SOC 225 are required. In the *Natural Sciences and Mathematics,* either BIO 110 or BIO 111 are required and either CHM 131 & CHM 131A, or CHM 151, or PHY 110 & PHY 110A, or PHY 151 are required as well as two of the following: CIS 110, MAT 140, MAT 161 or higher. In the *Other Required Hours* category it is best to consult the requirements for second majors of the institution to which the student plans to transfer. The following may be helpful: *English*—6 SHC from ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 251, ENG 252; *Social Science:* ALL *History* courses, PSY 150, PSY 241, PSY 246, PSY 263, PSY 265, PSY 281; *Science*: BIO 111, BIO 112, BIO 130, CHM 151, CHM 152;

Mathematics: 12 SHC from MAT 151, MAT 175, MAT 271, MAT 272. To transfer and be admitted into the major the student must have a minimum of a 2.5 GPA and satisfactory scores on the State Board of Education's PRAXIS tests.

Pre-English

The literature requirement in *Humanities/Fine Arts* should be met with one of the following literature courses: ENG 231, ENG 232, ENG 241, ENG 242. A *foreign language* sequence is recommended: either SPA 111 and SPA 112 or FRE 111 and FRE 112. One *math* course must be MAT 161 or higher with the second being of higher level Mathematics or a CIS course or MAT 151. In Other *Required Hours* another literature course from the above list is required with a *History* course from HIS 121, HIS 122, HIS 131 or HIS 132 being recommended and an *Intermediate Foreign Language* sequence: either SPA 211, SPA 212 or FRE 211, FRE 212 being recommended.

Pre-Health Education

PSY 150 is required in the *Social/Behavioral Sciences*. Either CHM 151 and CHM 152 or BIO 111 and BIO 112 are required in the *Natural Sciences*. MAT 161 or higher and CIS 110 are required in *Mathematics*. HEA 110, HEA 112, HEA 120, BIO 168, BIO 169, and MAT 151 are required in *Other Required Hours*.

Pre-History

In the *Social/Behavioral Sciences* the HIS 121 and HIS 122 sequence is recommended. In *Mathematics* MAT 161 or higher is required and as the second math either MAT 151 or a higher level math or a CIS course is required. In *Other Required Hours* the HIS 131, HIS 132 sequence is recommended.

Pre-Nursing

PSY 150, PSY 241 and SOC 210 are required in *Social/Behavioral Sciences*. CHM 151 and CHM 152 are required in *Natural Sciences*. MAT 161 or higher is the first required *Mathematics* with the MAT 151 required as the second math. As *Other Required Hours* the student must take PSY 281, SOC 213, BIO 168, BIO 169 and BIO 275.

Pre-Physical Education

PSY 150 is recommended in the *Social/Behavioral Sciences*. BIO 111 and 112 are recommended for the *Natural Science* requirement. MAT 161 or higher and either MAT 151 or CIS 110 are recommended for the *Mathematics* requirement. PED 110 and two PED activity courses are required in *Other Required Hours*.

Pre-Political Science

Either SPA 111 and SPA 112 or FRE 111 and FRE 112 are recommended in the *Humanities/Fine Arts*. In *Social/Behavioral Sciences* a history course is required and ECO 251, ECO 252, GEO 111, GEO 112, GEO 113, PSY 150, SOC 210, SOC 220, SOC 225 are recommended to complete the additional courses requirement in this area. In *Mathematics* MAT 161 or higher is required with the second math recommended to be CIS 110. Under *Other Required Hours* POL 120 is required with POL 210 and POL 220 being recommended.

Pre-Psychology

PSY 150 is required in the *Social/Behavioral Sciences*, in the *Natural Sciences* either BIO 110 or BIO 111 are required, and in *Mathematics* MAT 161 or higher is required.

Pre-Social Science Secondary Education

POL 120, SOC 210, and HIS 121, HIS 122 are required at the *Social/Behavioral Sciences*. MAT 161 or higher must be the introductory *Mathematics* taken. GEO 111, HIS 131, HIS 132 and ECO 251, ECO 252 are required in *Other Required Hours*.

Pre-Sociology

SOC 210 and either SOC 213, SOC 220 or SOC 225 are required in the *Social/Behavioral Sciences*, MAT 161 or higher is required with MAT 151 being recommended as the second *Mathematics*.

Associate in Fine Arts [A.F.A.]

Degree Requirements [A10200]

I. General Education Core — 28 SHC

English Composition — (6 SHC)

Required

ENG	111	Expository Writing	3
ENG	113	Literature Based Research	3

Humanities/Fine Arts — (6 SHC)

Select two courses from the following list in two of these discipline areas: music, foreign language, literature, philosophy, and religion. One course must be a literature course.

ENG	231	American Literature I	3	HUM	160	Introduction to Film	3
ENG	232	American Literature II	3	MUS	110	Music Appreciation	3
ENG	233	Major American Writers	3	MUS	111	Fundamentals of Music	3
ENG	241	British Literature I	3	MUS	112	Introduction to Jazz	3
ENG	242	British Literature II	3	PHI	215	Philosophical Issues	3
ENG	251	Western World Literature I	3	PHI	240	Introduction to Ethics	3
ENG	252	Western World Literature II	3	REL	110	World Religions	3
FRE	111	Elementary French I	3	REL	211	Introduction to Old Testament	3
FRE	112	Elementary French II	3	REL	212	Introduction to New Testament	3
FRE	211	Intermediate French I	3	SPA	111	Elementary Spanish I	3
HUM	120	Cultural Studies	3	SPA	112	Elementary Spanish II	3
HUM	150	American Women's Studies	3	SPA	211	Intermediate Spanish I	3

Social/Behavioral Sciences — (9 SHC)

Select three courses from the following list in three of these discipline areas: anthropology, economics, geography, history, political science, psychology or sociology. One course must be a history course.

ANT	210	General Anthropology	3	POL	120	American Government	3
ECO	251	Principles of Microeconomics	3	POL	130	State & Local Government	3
ECO	252	Principles of Macroeconomics	3	POL	210	Comparative Government	3
GEO	111	World Regional Geography	3	POL	220	International Relations	3
GEO	112	Cultural Geography	3	PSY	150	General Psychology	3
GEO	113	Economic Geography	3	PSY	241	Developmental Psychology	3
GEO	130	General Physical Geography	3	PSY	281	Abnormal Psychology	3
HIS	121	Western Civilizations I	3	SOC	210	Introduction to Sociology	3
HIS	122	Western Civilizations II	3	SOC	213	Sociology of the Family	3
HIS	131	American History I	3	SOC	220	Social Problems	3
HIS	132	American History II	3	SOC	225	Social Diversity	3

Natural Sciences/Mathematics — (7 SHC)

From the following list, select one course in introductory mathematics and one course, including the accompanying laboratory work, from the biological and physical science courses.

BIO	110	Principles of Biology	4	MAT	140	Survey of Mathematics	3
BIO	111	General Biology I	4	MAT	161	College Algebra	3
CHM	131	Introduction to Chemistry	3	MAT	175	Precalculus	4
CHM	131A	Introduction to Chemistry Lab	1	PHY	110	Conceptual Physics	3
CHM	151	General Chemistry I	4	PHY	110A	Conceptual Physics Lab	1

II. Other Required Hours — 36-37 SHC

Required: (3-4 SHC)

ACA	111	College Student Success	1
COM	231	Public Speaking	3

Two Physical Education courses to be selected from the following: (2-3 SHC)

PED	110	Fit & Well for Life	2	PED	132	Racquetball—Beginning	1
PED	111	Physical Fitness	1	PED	133	Racquetball—Intermediate	1
PED	113	Aerobics I	1	PED	137	Badminton	1
PED	114	Aerobics II	1	PED	139	Bowling—Beginning	1
PED	117	Weight Training I	1	PED	142	Lifetime Sports	1
PED	121	Walk, Jog, Run	1	PED	143	Volleyball—Beginning	1
PED	128	Golf—Beginning	1	PED	144	Volleyball—Intermediate	1
PED	129	Golf—Intermediate	1	PED	145	Basketball—Beginning	1
PED	130	Tennis—Beginning	1	PED	146	Basketball—Intermediate	1
PED	131	Tennis—Intermediate	1				

Art Major Core Required (15 SHC)

ART	114	Art History Survey I	3	ART	122	Design II	3
ART	115	Art History Survey II	3	ART	131	Drawing I	3
ART	121	Design I	3				

Art Elective Credits to be chosen from the following course list: (13 SHC)

ART	132	Drawing II	3	ART	271	Computer Art II	3
ART	135	Figure Drawing I	3	ART	281	Sculpture I	3
ART	171	Computer Art I	3	ART	282	Sculpture II	3
ART	231	Printmaking I	3	ART	283	Ceramics I	3
ART	240	Painting I	3	ART	284	Ceramics II	3
ART	241	Painting II	3	ART	288	Studio	3
ART	244	Watercolor	3	COE	111	Co-op Work Experience I	1

General Electives (3 SHC)

These remaining credits can be chosen from other art courses or from any other courses listed above that have not been taken for other requirements and which will satisfy the requirements of the senior institution to which the student plans to transfer. These credits may also be taken from the list of other transferable courses found on page 64.

One SHC in Cooperative Education can be chosen for career exploration.

Total Required Credit Hours in Program: 64-65

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in Science [A.S.]

Degree Requirements [A10400]

I. General Education Core — 44 SHC

English/Communications — (6 SHC)

Required

ENG 111	Expository Writing	3	
ENG 113	Literature Based Research	3	

Humanities/Fine Arts — (12 SHC)

A literature course and COM 231 are required. Select two additional courses.

ART	111	Art Appreciation	3	HUM	120	Cultural Studies	3
ART	114	Art History Survey I	3	HUM	150	American Women's Studies	3
ART	115	Art History Survey II	3	HUM	160	Introduction to Film	3
COM	231	Public Speaking	3	MUS	110	Music Appreciation	3
ENG	231	American Literature I	3	MUS	111	Fundamentals of Music	3
ENG	232	American Literature II	3	MUS	112	Introduction to Jazz	3
ENG	233	Major American Writers	3	PHI	215	Philosophical Issues	3
ENG	241	British Literature I	3	PHI	230	Introduction to Logic	3
ENG	242	British Literature II	3	PHI	240	Introduction to Ethics	3
ENG	251	Western World Literature I	3	REL	110	World Religions	3
ENG	252	Western World Literature II	3	REL	211	Introduction to Old Testament	3
FRE	111	Elementary French I	3	REL	212	Introduction to New Testament	3
FRE	112	Elementary French II	3	SPA	111	Elementary Spanish I	3
FRE	211	Intermediate French I	3	SPA	112	Elementary Spanish II	3
FRE	212	Intermediate French II	3	SPA	211	Intermediate Spanish I	3
HUM	115	Critical Thinking	3	SPA	212	Intermediate Spanish II	3

Social/Behavioral Sciences — (12 SHC)

Select four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. At least one course must be a history course.

ANT	210	General Anthropology	3	POL	120	American Government	3
ECO	251	Principles of Microeconomics	3	POL	210	Comparative Government	3
ECO	252	Principles of Macroeconomics	3	POL	220	International Relations	3
GEO	111	World Regional Geography	3	PSY	150	General Psychology	3
GEO	112	Cultural Geography	3	PSY	241	Developmental Psychology	3
GEO	113	Economic Geography	3	PSY	281	Abnormal Psychology	3
GEO	130	General Physical Geography	3	SOC	210	Introduction to Sociology	3
HIS	121	Western Civilizations I	3	SOC	213	Sociology of the Family	3
HIS	122	Western Civilizations II	3	SOC	220	Social Problems	3
HIS	131	American History I	3	SOC	225	Social Diversity	3
HIS	132	American History II	3				

Natural Sciences/Mathematics — (14 SHC)

A. Natural Sciences (8 SHC): A two-course sequence in biology, general chemistry, or physics is required.

BIO	111	General Biology I	4	CHM	152	General Chemistry II	4
BIO	112	General Biology II	4	PHY	151	College Physics I	4
BIO	120	Introductory Botany	4	PHY	152	College Physics II	4
BIO	130	Introductory Zoology	4	PHY	251	General Physics I	5
CHM	151	General Chemistry I	4	PHY	252	General Physics II	4

B. Mathematics (6 SHC): At least one introductory course in mathematics is required; the other course may be a higher level mathematics course such as statistics.

One introductory course required

MAT	175	Precalculus	4	MAT	271	Calculus I	4

Second Math to be selected from the following

MAT	151	Statistics I	3	MAT	272	Calculus II	4
MAT	271	Calculus I	4				

II. Other Required Hours — 20-21 SHC

A. Science/Mathematics Elective — (14 SHC)

A minimum of 14 SHC of college transfer courses in mathematics, natural sciences, computer science, and/or other pre-major courses is required. *The following list of courses is additional courses that could also be used to meet this elective requirement:*

BIO	163	Basic Anatomy & Physiology	5	CHM	252	Organic Chemistry II	4
BIO	168	Anatomy and Physiology I	4	CSC	134	C++ Programming	3
BIO	169	Anatomy and Physiology II	4	CSC	148	JAVA Programming	3
BIO	275	Microbiology	4	MAT	273	Calculus III	4
CHM	130	General Organic & Biochemistry	3	MAT	280	Linear Algebra	3
CHM	130A	General Organic & Biochemistry Lab	1	MAT	285	Differential Equations	3
CHM	131	Introduction to Chemistry	3	PHY	110	Conceptual Physics	3
CHM	131A	Introduction to Chemistry Lab	1	PHY	110A	Conceptual Physics Lab	1
CHM	251	Organic Chemistry I	4				

B. Elective Courses — (6-7 SHC)

The remaining hours may be selected from elective transfer courses already listed or from the courses listed below if they have not been used to fulfill other requirements.

ACC	120	Principles of Financial Accounting	4	HIS	216	Twentieth-Century Europe	3
ACC	121	Principles of Managerial Accounting	4	HIS	226	The Civil War	3
ART	121	Design I	3	HIS	231	Recent American History	3
ART	122	Design II	3	HIS	236	North Carolina History	3
ART	131	Drawing I	3	MUS	121	Music Theory	4
ART	132	Drawing II	3	MUS	131	Chorus I	1
ART	135	Figure Drawing I	3	MUS	161	Applied Music I	2
ART	171	Computer Art I	3	MUS	162	Applied Music II	2
ART	231	Printmaking I	3	MUS	261	Applied Music III	2
ART	240	Painting I	3	MUS	262	Applied Music IV	2
ART	241	Painting II	3	PED	110	Fit and Well for Life	2
ART	244	Watercolor	3	PED	111	Physical Fitness I	1
ART	271	Computer Art II	3	PED	113	Aerobics I	1
ART	281	Sculpture I	3	PED	114	Aerobics II	1
ART	282	Sculpture II	3	PED	117	Weight Training I	1
ART	283	Ceramics I	3	PED	121	Walk, Jog, Run	1
ART	284	Ceramics II	3	PED	128	Golf—Beginning	1
ART	288	Studio	3	PED	129	Golf—Intermediate	1
BUS	110	Introduction to Business	3	PED	130	Tennis—Beginning	1
BUS	115	Business Law I	3	PED	131	Tennis—Intermediate	1
CJC	111	Introduction to Criminal Justice	3	PED	132	Racquetball—Beginning	1
CJC	121	Law Enforcement Operations	3	PED	133	Racquetball—Intermediate	1
CJC	141	Corrections	3	PED	137	Badminton	1
COE	111	Co-op Work Experience I	1	PED	139	Bowling—Beginning	1
COM	120	Interpersonal Communication	3	PED	142	Lifetime Sports	1
DFT	170	Engineering Graphics	3	PED	143	Volleyball—Beginning	1
ENG	125	Creative Writing I	3	PED	144	Volleyball—Intermediate	1
ENG	135	Intro to Short Fiction	3	PED	145	Basketball—Beginning	1
GEO	131	Physical Geography I	4	PED	146	Basketball—Intermediate	1
HEA	110	Personal Health and Wellness	3	POL	130	State & Local Government	3
HEA	112	First Aid and CPR	2	PSY	246	Adolescent Psychology	3
HEA	120	Community Health	3	PSY	263	Educational Psychology	3
HIS	215	Nineteenth-Century Europe	3				

Total Required Credit Hours in Program — 64-65

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Pre-Major Programs

Associate In Science [A.S.]

Students pursuing one of the following pre-major programs to award the associate in science (A.S.) degree should follow the basic A.S. program requirements, but with attention to the following specific program requirements or recommendations. Following these requirements or recommendations should facilitate transfer in a specific major. However, it is always best if you know to which institution you plan to transfer in order to consider their requirements.

Pre-Biology and Biology Education

CHM 151 and CHM 152 are required as Natural *Sciences* and MAT 175 or higher is required as the introductory mathematics. BIO 111is required. Two of the following courses are also required: BIO 112, BIO 120 and BIO 130. Either the CHM 251, CHM 252, PHY 151, PHY 152 or PHY 251, PHY 252 sequence is recommended.

Pre-Chemistry and Chemistry Education

PSY 150 is recommended as a *Social/Behavioral Science*. PHY 251 and 252 are required as Natural *Sciences*. MAT 271 and MAT 272 are required mathematics courses. CHM 151, CHM 152 and CHM 251 and CHM 252 are required with MAT 273 being recommended as *Other Required Hour*s.

Pre-Engineering

The literature requirement must be satisfied from ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 251 or ENG 252. An elementary foreign language sequence SPA 111, 112 or FRE 111, 112 is recommended in the *Humanities/Fine Arts.* Either the HIS 121, HIS 122 or HIS 131, HIS 132 sequence and either ECO 251 or ECO 252 are required in the *Social/Behavioral Sciences*. Use PHY 251 and PHY 252 as the *Natural Science* and MAT 271 and MAT 272 as the *mathematics* requirement. In *Other Required Hours* CHM 151, MAT 273 and MAT 285, CSC 134 or CSC 148 and either CHM 152 or DFT 170 are required.

Pre-Mathematics

PHY 251 and PHY 252 are required as *Natural Sciences* and MAT 175 and MAT 271 are required as *mathematics* courses. MAT 272, MAT 273, either MAT 280 or MAT 285 and CSC 134 are required in *Other Required Hours*.

Cooperative Education Courses

To be used in degree programs where COE credits are allowed.

COE	110	World of Work	1	COE	121	Co-op Work Experience II	1
COE	111	Co-op Work Experience I	1	COE	122	Co-op Work Experience II	2
COE	112	Co-op Work Experience I	2	COE	131	Co-op Work Experience III	1
COE	115	Work Experience Seminar I	1	COE	132	Co-op Work Experience III	2

Developmental Education Courses

ENG	080	Writing Foundations	4	MAT	080	Intermediate Algebra	4
ENG	090	Composition Strategies	3	OST	080	Keyboarding Literacy	2
MAT	060	Essential Mathematics	4	RED	080	Introduction to College Reading	4
MAT	070	Introductory Algebra	4	RED	090	Improved College Reading	4

Humanities/Fine Arts Courses

These can apply as electives in the A.A.S. programs.

ART	111	Art Appreciation	3	HUM	120	Cultural Studies	3
ART	114	Art History Survey I	3	HUM	150	American Women's Studies	3
ART	115	Art History Survey II	3	HUM	160	Introduction to Film	3
COM	231	Public Speaking	3	MUS	110	Music Appreciation	3
ENG	125	Creative Writing I	3	PHI	215	Philosophical Issues	3
ENG	231	American Literature I	3	PHI	240	Introduction to Ethics	3
ENG	232	American Literature II	3	REL	110	World Religions	3
ENG	233	Major American Writers	3	REL	211	Introduction to Old Testament	3
ENG	241	British Literature I	3	REL	212	Introduction to New Testament	3
ENG	242	British Literature II	3	SPA	111	Elementary Spanish I	3
ENG	251	Western World Literature I	3	SPA	112	Elementary Spanish II	3
ENG	252	Western World Literature II	3	SPA	211	Intermediate Spanish I	3

Social/Behavioral Science Courses

ANT	210	General Anthropology	3	HIS	226	The Civil War	3
ECO	251	Principles of Microeconomics	3	HIS	231	Recent American History	3
ECO	252	Principles of Macroeconomics	3	POL	120	American Government	3
GEO	111	World Regional Geography	3	POL	130	State & Local Government	3
GEO	112	Cultural Geography	3	POL	210	Comparative Government	3
GEO	113	Economic Geography	3	POL	220	International Relations	3
GEO	130	General Physical Geography	3	PSY	118	Interpersonal Psychology	3
HIS	121	Western Civilization I	3	PSY	150	General Psychology	3
HIS	122	Western Civilization II	3	SOC	210	Introduction to Sociology	3
HIS	131	American History I	3	SOC	213	Sociology of the Family	3
HIS	132	American History II	3	SOC	220	Social Problems	3
HIS	215	Nineteenth-Century Europe	3	SOC	225	Social Diversity	3
HIS	216	Twentieth-Century Europe	3				

Accounting

A.A.S. Degree [A25100]

Diploma Program [D25100]

Certificate Program [C25100]

Curriculum Description:
The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the Accounting profession.

Course and Hour Requirements

		Credit	Class	Lab	Work Exp.
General Education Required Courses					
COM 120	Interpersonal Communication or	3	(3	0)	
COM 231	Public Speaking				
ECO 252	Principles of Macroeconomics	3	(3	0)	
*ENG 111	Expository Writing	3	(3	0)	
ENG 113	Literature-Based Research or	3	(3	0)	
ENG 114	Professional Research & Reporting				
*MAT 140	Survey of Mathematics or	3	(3	0)	
*MAT 161	College Algebra				
Humanities/Fine Arts Elective		3	(3	0)	
Total General Education Required Hours		**18**	**(18**	**0)**	
Major Required Courses					
*ACC 120	Principles of Financial Accounting	4	(3	2)	
*ACC 121	Principles of Managerial Accounting	4	(3	2)	
*ACC 131	Federal Income Taxes	3	(2	2)	
ACC 140	Payroll Accounting	2	(1	2)	
ACC 220	Intermediate Accounting I	4	(3	2)	
ACC 221	Intermediate Accounting II	4	(3	2)	
ACC 225	Cost Accounting	3	(3	0)	
*BUS 110	Introduction to Business	3	(3	0)	
*BUS 115	Business Law I	3	(3	0)	
*BUS 121	Business Math	3	(2	2)	
*CIS 110	Introduction to Computers	3	(2	2)	

*CIS	120	Spreadsheet I	3	(2	2)	
COE	111**	Co-op Work Experience I	1	(0	0	10)
COE	115**	Work Experience Seminar I	1	(1	0)	
ECO	251	Principles of Microeconomics	3	(3	0)	
*OST	131	Keyboarding	2	(1	2)	
*Major Electives***			2-3	(2-3	0)	
Total Major Required Hours			**48-49**	**(37-38**	**20**	**10)**

*****Approved Major Electives for Associate Degree**

ACC	150	Accounting Software Applications	2	BUS	260	Business Communications	3
ACC	269	Audit & Assurance Services	3	BUS	270	Professional Development	3
BUS	116	Business Law II	3	CIS	152	Database Concepts & Applications	3
BUS	137	Principles of Management	3	COE	112, 121, 131	Cooperative Education	1-3
BUS	225	Business Finance	3	MKT	120	Principles of Marketing	3
BUS	230	Small Business Management	3				

****Approved Major Electives for Diploma**

Select One Course

ACC	140	Payroll Accounting	2	BUS	230	Small Business Management	3
ACC	150	Accounting Software Applications	2	BUS	260	Business Communication	3
BUS	225	Business Finance	3	BUS	270	Professional Development	3

Total Required Credit Hours in Program	**66-67**
***Total Required Credit Hours for Diploma**	**36-37**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Accounting Certificate

			Credit	Class	Lab	
ACC	120	Principles of Financial Accounting	4	(3	2)	
ACC	121	Principles of Managerial Accounting	4	(3	2)	
BUS	121	Business Math	3	(2	2)	
OST	131	Keyboarding	2	(1	2)	
Major Electives*			4-5			
Total Hours for Certificate						**17-18**

***Approved Electives for Certificate**

Select Two Courses

ACC	131	Federal Income Taxes	3	2	2
ACC	140	Payroll Accounting	2	1	2
ACC	150	Accounting Software Applications	2	1	2

Suggested Curriculum By Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester		Credit
ACC	120	4
BUS	110	3
BUS	121	3
CIS	110	3
ENG	111	3
		16

Spring Semester		
ACC	121	4
CIS	120	3
ENG	114	3
MAT	140	3
OST	131	2
		15

Summer Semester	
COM	120	3
Major Elective		2-3
		5-6

Second Year

Fall Semester		Credit
ACC	140	2
ACC	220	4
ACC	225	3
BUS	115	3
ECO	251	3
		15

Spring Semester		
ACC	131	3
ACC	221	4
COE	111	1
COE	115	1
ECO	252	3
Humanities/Fine Arts		3
		15

Air Conditioning, Heating, and Refrigeration Technology

Diploma Program [D35100]

Certificate Program [C35100]

Curriculum Description:
The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

Course and Hour Requirements

		Credit	Class	Lab	Work Exp.
General Education Required Courses					
COM 120	Interpersonal Communication	3	(3	0)	
MAT 110	Mathematical Measurement	3	(2	2)	
Total General Education Required Hours		**6**	**(5**	**2)**	
Major Required Courses					
AHR 110	Introduction to Refrigeration	5	(2	6)	
AHR 111	HVACR Electricity	3	(2	2)	
AHR 112	Heating Technology	4	(2	4)	
AHR 113	Comfort Cooling	4	(2	4)	
AHR 114	Heat Pump Technology	4	(2	4)	
AHR 133	HVAC Servicing	4	(2	6)	
AHR 151	HVAC Duct Systems I	2	(1	3)	
AHR 180	HVACR Customer Relations	1	(1	0)	
CIS 110	Introduction to Computers	3	(2	2)	
COE 111**	Co-op Work Experience I	1	(0	0	10)
COE 115**	Work Experience Seminar I	1	(1	0)	
Major Elective***		2	(2	0)	
Total Major Required Hours		**34**	**(19**	**31**	**10)**

***Approved Major Electives

AHR	210	Residential Building Code	2
AHR	211	Residential System Design	3
BPR	111	Blueprint Reading	2
COE	112, 121 & 131	Cooperative Education	2
DFT	111	Technical Drafting I	2
DFT	151	CAD I	3
HYD	110	Hydraulics/Pneumatics I	3

Total Required Credit Hours in Program **40**

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Suggested Curriculum By Semesters

First Year

Fall Semester		**Credit**
AHR	110	5
AHR	111	3
AHR	112	4
		12

Spring Semester		
AHR	113	4
AHR	114	4
AHR	180	1
MAT	110	3
		12

Summer Semester		
AHR	133	4
AHR	151	2
		6

Second Year

Fall Semester		**Credit**
CIS	110	3
COM	120	3
Major Elective		2
		8

Certificate Options

			Credit	Class	Lab
Air Conditioning, Heating, and Refrigeration Technology Certificate [C35100A]					
AHR	110	Introduction to Refrigeration	5	(2	6)
AHR	111	HVACR Electricity	3	(2	2)
AHR	113	Comfort Cooling	4	(2	4)
AHR	114	Heat Pump Technology	4	(2	4)
AHR	180	HVACR Customer Relations	1	(1	0)
Total Hours for Certificate			**17**	**(9**	**16)**

Refrigeration and Heating Servicing Certificate [C35100R]					
AHR	110	Introduction to Refrigeration	5	(2	6)
AHR	111	HVACR Electricity	3	(2	2)
AHR	112	Heating Technology	4	(2	4)
AHR	133	HVAC Servicing	4	(2	6)
AHR	151	HVAC Duct Systems I	2	(1	3)
Total Hours for Certificate			**18**	**(9**	**21)**

Associate Degree Nursing

A.A.S. Degree [A45120]

Curriculum Description:
The Associate Degree Nursing (non-integrated) curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community agencies.

Note: See Admission requirements for the ADN program outlined in the "Admissions, Expenses and Financial Aid" section beginning on page 14.

Course and Hour Requirements

			Credit	Class	Lab	Clinical
General Education Required Courses						
BIO	275	Microbiology	4	(3	3	0)
ENG	111	Expository Writing	3	(3	0	0)
ENG	114	Professional Research & Reporting	3	(3	0	0)
PSY	150	General Psychology	3	(3	0	0)
Humanities/Fine Arts Elective			3	(3	0	0)
Total General Education Required Hours			**16**	**(15**	**3**	**0)**
Major Required Courses						
BIO	168	Anatomy & Physiology I	4	(3	3	0)
BIO	169	Anatomy & Physiology II	4	(3	3	0)
NUR	115	Fundamentals of Nursing	5	(2	3	6)
NUR	117	Pharmacology	2	(1	3	0)
NUR	125	Maternal/Child Nursing	8	(5	3	6)
NUR	133	Nursing Assessment	3	(2	3	0)
NUR	135	Adult Nursing I	9	(5	3	9)
NUR	185	Mental Health Nursing	5	(3	0	6)
NUR	233	Leadership in Nursing	2	(0	0	2)
NUR	235	Adult Nursing II	10	(4	3	15)
PSY	241	Developmental Psychology	3	(3	0	0)
Total Major Required Hours			**55**	**(31**	**24**	**44)**

Total Required Credit Hours in Program **71**

Suggested Curriculum By Semesters

First Year

Fall Semester	Credit
BIO 168	4
NUR 115	5
NUR 117	2
PSY 150	3
	14

Spring Semester	
BIO 169	4
NUR 133	3
NUR 135	9
PSY 241	3
	19

Summer Semester	
BIO 275	4
ENG 111	3
	7

Second Year

Fall Semester	Credit
ENG 114	3
NUR 125	8
NUR 233	2
Humanities/Fine Arts	3
	16

Spring Semester	
NUR 185	5
NUR 235	10
	15

Basic Law Enforcement Training

Certificate Program [C55120]

Curriculum Description:
Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

Course and Hour Requirements

		Credits	Class	Lab	
Major Required Courses					
CJC 100	Basic Law Enforcement Training	18	(8	30)	
Total Required Credit Hours in Program					**18**

Subject:	Contact Hours:
Legal	
Motor Vehicle Law	20
Preparing for Court and Testifying in Court	12
Elements of Criminal Law	24
Juvenile Laws and Procedures	8
Arrest, Search and Seizure/Constitutional Law	28
ABC Laws and Procedures	4
Patrol Duties	
Techniques of Traffic Law Enforcement	24
Explosives and Hazardous Materials Emergencies	12
Traffic Accident Investigation	20
In-Custody Transportation	8
Crowd Management	12
Patrol Techniques	20
Law Enforcement Communication & Radio Procedures	8
Communications	
Dealing with Victims and the Public	10
Domestic Violence Response	12
Ethics for Professional Law Enforcement	4
Individuals with Mental Illness & Mental Retardation	8
Crime Prevention Techniques	6
Communication Skills for Law Enforcement Officers	8
Investigation	
Fingerprinting and Photographing	6
Field Note-Taking and Report Writing	12
Criminal Investigation	32
Interviews: Field and In-Custody	16
Controlled Substances	10
Practical Application	
First Responder	40
Firearms	48
Law Enforcement Driver Training	40
Physical Fitness Training	54
Subject Control Arrest Techniques	40
Sheriff-Specific	
Civil Process	24
Sheriffs' Responsibilities: Detention Duties	4
Sheriffs' Responsibilities: Court Duties	6
Miscellaneous	
Course Orientation	4
Testing	24

***Any student who has completed the Basic Law Enforcement Training Program (BLET) can receive 10 Semester Hours credit in the Criminal Justice Program for the following courses:*

CJC	131	Criminal Law	3
CJC	132	Procedure and Evidence	3
CJC	221	Investigative Principles	4

Biotechnology

A.A.S. Degree [A20100]

Curriculum Description:
The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

General Education Required Courses

		Credits	Class	Lab	Work Exp.
*ENG 111	Expository Writing	3	(3	0)	
*ENG 113	Literature-Based Research or	3	(3	0)	
*ENG 114	Professional Research & Reporting				
*MAT 115	Mathematical Models	3	(2	2)	
*PSY 118	Interpersonal Psychology or	3	(3	0)	
*PSY 150	General Psychology				
	Humanities/Fine Arts Elective	3	(3	0)	
Total General Education Required Hours		**15**	**(14**	**2)**	

Major Required Courses

*BIO 111	General Biology I	4	(3	3)	
*BIO 112	General Biology II	4	(3	3)	
BIO 285	Research & Measurement	4	(2	4)	
BTC 181	Basic Lab Techniques	4	(3	3)	
*CHM 131	Introduction to Chemistry	3	(3	0)	
*CHM 131A	Introduction to Chemistry Lab	1	(0	3)	
CHM 132	Organic & Biochemistry	4	(3	3)	
*CIS 110	Introduction to Computers	3	(2	2)	
*CIS 172	Introduction to the Internet	3	(2	3)	
COE 111	Co-op Work Experience I	1	(0	0	10)
*MAT 151	Statistics I	3	(3	0)	
MAT 151A	Statistics Lab I	1	(0	2)	
Technical Specialty Electives***		14			
Total Major Required Credit Hours		**49**	**(24**	**26**	**10)**

Total Required Credit Hours in Program **64**

***Technical Specialty Electives

Select a minimum of 14 credit hours

BIO	250	Genetics	4
BIO	275	Microbiology	4
BTC	281	Bioprocess Techniques	4
BTC	285	Cell Culture	3
BTC	286	Immunological Techniques	4
BTC	288	Biotech Lab Experience	2
CHM	263	Analytical Chemistry	5

Suggested Curriculum By Semester

First Year

Fall Semester		Credits
BIO	111	4
CHM	131	3
CHM	131A	1
CIS	110	3
ENG	111	3
MAT	115	3

Spring Semester		
BIO	112	4
CHM	132	4
MAT	151	3
MAT	151A	1
PSY	118	3

Second Year

Fall Semester		Credits
BTC	181	4
CIS	172	3
Humanities/Fine Arts		3
Technical Specialty Electives		

Spring Semester		
BIO	285	4
COE	111	1
ENG	113 or	3
ENG	114	
Technical Specialty Electives		

**These classes are offered at the Mitchell Community College Campus. The others are offered at Forsyth Technical Community College.*

Business Administration

A.A.S. Degree [A25120]

Curriculum Description:
The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course and Hour Requirements

			Credits	Class	Lab	Work Exp.
General Education Required Courses						
COM	120	Interpersonal Communication	3	(3	0)	
ENG	111	Expository Writing	3	(3	0)	
ENG	113	Literature-Based Research or	3	(3	0)	
ENG	114	Professional Research & Reporting				
MAT	140	Survey of Mathematics or	3	(3	0)	
MAT	161	College Algebra				
PSY	118	Interpersonal Psychology or	3	(3	0)	
PSY	150	General Psychology or				
SOC	210	Introduction to Sociology				
		Humanities/Fine Arts Elective	3	(3	0)	
Total General Education Required Hours			**18**	**(18**	**0)**	
Major Required Courses						
ACC	120	Principles of Financial Accounting	4	(3	2)	
ACC	121	Principles of Managerial Accounting	4	(3	2)	
BUS	110	Introduction to Business	3	(3	0)	
BUS	115	Business Law I	3	(3	0)	
BUS	116	Business Law II	3	(3	0)	
BUS	121	Business Math	3	(2	2)	
BUS	137	Principles of Management	3	(3	0)	
BUS	225	Business Finance	3	(2	2)	
BUS	260	Business Communication	3	(3	0)	
CIS	110	Introduction to Computers	3	(2	2)	
CIS	120	Spreadsheet I	3	(2	2)	
COE	111**	Co-op Work Experience I	1	(0	0	10)
COE	115**	Work Experience Seminar I	1	(1	0)	
ECO	251	Principles of Microeconomics	3	(3	0)	

ECO	252	Principles of Macroeconomics	3	(3	0)	
MKT	120	Principles of Marketing	3	(3	0)	
OST	131	Keyboarding	2	(1	2)	
Major Electives***			9	(9	0)	
Total Major Required Hours			**56**	**(49**	**14**	**10)**

*****Approved Major Electives**

ACC	140	Payroll Accounting	2
ACC	150	Acct Software Appl	2
BUS	135	Principles of Supervision	3
BUS	153	Human Resource Mgmt.	3
BUS	230	Small Business Mgmt.	3
BUS	253	Leadership & Mgmt Skills	3
BUS	270	Professional Development	3
COE	112, 121, 131	Cooperative Education	1-3
MKT	121	Retailing	3
MKT	123	Fundamentals of Selling	3
MKT	220	Advertising & Sales Promotion	3

Total Required Credit Hours in Program **75**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester		**Credit**
BUS	110	3
BUS	121	3
ACC	120	4
ENG	111	3
OST	131	2
		15

Spring Semester

ACC	121	4
CIS	110	3
ENG	114	3
MAT	140	3
Humanities/Fine Arts		3
		16

Summer Semester

CIS	120	3
COM	120	3
Major Elective		3
		9

Second Year

Fall Semester		**Credit**
BUS	115	3
BUS	137	3
BUS	225	3
BUS	260	3
ECO	251	3
MKT	120	3
		18

Spring Semester

BUS	116	3
ECO	252	3
PSY	118	3
Major Elective		6
		15

Business Administration—Marketing and Retailing

A.A.S. Degree [A2512F]

Curriculum Description:
Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

Course and Hour Requirements

		Credit	Class	Lab	Work Exp.
General Education Required Courses					
COM 120	Interpersonal Communications	3	(3	0)	
ENG 111	Expository Writing	3	(3	0)	
ENG 114	Professional Research & Reporting	3	(3	0)	
MAT 140	Survey of Mathematics or	3	(3	0)	
MAT 161	College Algebra				
Social Science Elective		3	(3	0)	
Humanities/Fine Arts Elective		3	(3	0)	
Total General Education Required Hours		**18**	**18**	**0)**	
Major Required Courses					
ACC 120	Prin of Financial Acct	4	(3	2)	
BUS 110	Introduction to Business	3	(3	0)	
BUS 115	Business Law I	3	(3	0)	
BUS 121	Business Math	3	(3	0)	
BUS 137	Principles of Management	3	(3	0)	
BUS 260	Business Communications	3	(3	0)	
CIS 110	Introduction to Computers	3	(3	0)	
COE 111**	Co-op Work Experience I	1	(0	0	10)
COE 115**	Work Experience Seminar	1	(1	0)	
ECO 251	Microeconomics	3	(3	0)	
MKT 120	Principles of Marketing	3	(3	0)	
MKT 121	Retailing	3	(3	0)	
MKT 122	Visual Merchandising	3	(3	0)	
MKT 123	Fundamentals of Selling	3	(3	0)	
MKT 125	Buying and Merchandising	3	(3	0)	
MKT 220	Advertising & Sales Promotion	3	(3	0)	
MKT 225	Marketing Research	3	(3	0)	

MKT	226	Retail Applications	3	(3	0)	
Major Electives***			6	(6	0)	
Total Major Required Hours			**57**	**(55**	**2**	**10)**

*****Approved Major Electives:**

ACC	121	Prin of Managerial Acct	4
ACC	140	Payroll Accounting	2
BUS	153	Human Resources Management	3
BUS	225	Business Finance	3
BUS	231	Computerized Inventory	3
BUS	253	Leadership & Management Skills	3
COE	112, 121, 131	Cooperative Education	1-3
ECO	252	Macroeconomics	3
ISC	121	Environmental Health & Safety	3
MKT	227	Marketing Applications	3
OST	137	Office Software Applications	2

Total Required Credit Hours in Program **75**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester		**Credit**
BUS	115	3
BUS	110	3
BUS	121	3
ENG	111	3
MKT	120	3
		16

Spring Semester

CIS	110	3
COM	120	3
ENG	114	3
MKT	121	3
MKT	123	3
		15

Summer Semester

MKT 123	3
Major Elective	3
Social Science Elective	3
	9

Second Year

Fall Semester		**Credit**
BUS	115	3
BUS	137	3
BUS	260	3
ECO	251	3
MKT	125	3
MKT	230	3
		18

Spring Semester

COE 111	1
COE 115	1
MAT 140	3
MKT 225	3
MKT 226	3
Major Elective	3
Humanities/Fine Arts Elective	3
	17

Computer Programming

A.A.S. Degree [A25130]

Curriculum Description:
The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

Course and Hour Requirements

		Credit	Class	Lab	Work Exp.
General Education Courses					
COM 120	Interpersonal Communication	3	(3	0)	
ENG 111	Expository Writing	3	(3	0)	
ENG 113	Literature Based Research or				
ENG 114	Professional Research & Reporting	3	(3	0)	
MAT 140	Survey of Mathematics or	3	(3	0)	
MAT 161	College Algebra				
Humanities/Fine Arts Elective		3	(3	0)	
Social/ Behavioral Science Elective		3	(3	0)	
Total General Education Required Hours		**18**	**(18**	**0)**	
Major Required Courses					
ACC 120	Prin of Financial Acct	4	(3	2)	
CIS 110	Introduction to Computers	3	(2	2)	
CIS 115	Intro to Programming & Logic	3	(2	2)	
CIS 120	Spreadsheet I	3	(2	2)	
CIS 130	Survey of Operating Systems	3	(2	3)	
CIS 152	Database Concepts & Applications	3	(2	2)	
COE 111**	Co-op Work Experience I	1	(0	0	10)
COE 115**	Work Experience Seminar I	1	(1	0)	
CSC 135	COBOL Programming	3	(2	3)	
CSC 139	Visual BASIC Programming	3	(2	3)	
CSC 141	Visual C++ Programming	3	(2	3)	
CSC 143	Object Oriented Programming	3	(2	3)	
CSC 235	Advanced COBOL	3	(2	3)	
CSC 239	Advanced Visual BASIC	3	(2	3)	

NET	110	Data Communications/Networking	3	(2	2)	
Major Elective ***			7	(6	9)	
Total Major Required Hours			**49**	**(34**	**42**	**10)**

*****Approved Major Electives:**

Select 7 SHC from the following:

ACC	121	Prin of Managerial Acct	4
BUS	110	Introduction to Business	3
BUS	270	Professional Development	3
CIS	164	DTP Layout and Design	3
CIS	172	Introduction to the Internet	3
COE	112, 121, 131	Cooperative Education	1-3
CSC	241	Advanced Visual C++	3
ECO	251	Principles of Microeconomics	3
ITN	150	Internet Protocols	3
OST	131	Keyboarding	2

Total Required Credit Hours in Program **67**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester		**Credit**
CIS	110	3
CIS	115	3
CSC	139	3
ENG	111	3
MAT	140	3
		15

Spring Semester		
CIS	120	3
CIS	130	3
CSC	135	3
CSC	239	3
ENG	114	3
		15

Summer Semester

CSC	235	3
NET	110	3
		6

Second Year

Fall Semester		**Credit**
ACC	120	4
CSC	141	3
COM	120	3
Major Elective		7
		17

Spring Semester		
*COE	111	1
*COE	115	1
CIS	152	3
CSC	143	3
Humanities/Fine Arts		3
Social/Behavioral Science		3
		14

**Recommended placement. Co-op credits may be earned after a minimum of 12 hours in the major area of study, but not before the end of the first year spring.*

Cosmetology

Diploma Program [D55140]

Curriculum Description:
The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Course and Hour Requirements

		Credits	Class	Lab
General Education Required Courses				
COM 120	Interpersonal Communication	3	(3	0)
PSY 118	Interpersonal Psychology	3	(3	0)
Total General Education Required Hours		**6**	**(6**	**0)**
Major Required Courses				
COS 111	Cosmetology Concepts I	4	(4	0)
COS 112	Salon I	8	(0	24)
COS 113	Cosmetology Concepts II	4	(4	0)
COS 114	Salon II	8	(0	24)
COS 115	Cosmetology Concepts III	4	(4	0)
COS 116	Salon III	4	(0	12)
COS 117	Cosmetology Concepts IV	2	(2	0)
COS 118	Salon IV	7	(0	21)
Total Major Required Hours		**41**	**(14**	**81)**
Total Required Credit Hours in Program				**47**

Suggested Curriculum By Semesters for Day Students

Fall Semester		Credit
COM	120	3
COS	111	4
COS	112	8
		15

Spring Semester		
COS	113	4
COS	114	8
PSY	118	3
		15

Summer Semester		
COS	115	4
COS	116	4
		8

Fall Semester		
COS	117	2
COS	118	7
		9

Suggested Curriculum By Semesters for Night Students

First Year

Fall Semester		Credit
COS	111A	2
COS	112A	4
		6

Spring Semester		
COS	111B	2
COS	112B	4
PSY	118	3
		9

Summer Semester		
COS	113A	2
COS	114A	4
		6

Second Year

Fall Semester		Credit
COM	120	3
COS	113B	2
COS	114B	4
		9

Spring Semester		
COS	117	2
COS	118	7
		9

Summer Semester		
COS	115	4
COS	116	4
		8

Cosmetology Instructor

Certificate Program [C55160]

Curriculum Description:
The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Course and Hour Requirements

		Credits	Class	Lab
General Education Required Courses				
None				
Major Required Courses				
COS 271	Instructor Concepts I	5	(5	0)
COS 272	Instructor Practicum I	7	(0	21)
COS 273	Instructor Concepts II	5	(5	0)
COS 274	Instructor Practicum II	7	(0	21)
Total Major Required Hours		**24**	**(10**	**42)**
Total Required Credit Hours in Program				**24**

Suggested Curriculum By Semesters

Fall Semester	Credit	Spring Semester	Credit
COS 271	5	COS 273	5
COS 272	7	COS 274	7
	12		12

Criminal Justice Technology

A.A.S. Degree [A55180]

Curriculum Description:
The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice systems role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Course and Hour Requirements

			Credit	Class	Lab	Work Exp.
General Education Required Courses						
COM	120	Interpersonal Communication	3	(3	0)	
ENG	111	Expository Writing	3	(3	0)	
ENG	114	Professional Research & Reporting	3	(3	0)	
MAT	115	Mathematical Models or		3	(3	0)
MAT	140	Survey of Mathematics or				
MAT	161	College Algebra				
POL	130	State and Local Government	3	(3	0)	
		Humanities/Fine Arts Elective	3	(3	0)	
Total General Education Required Hours			**18**	**(18**	**0)**	
Major Required Courses						
CIS	110	Introduction to Computers	3	(3	0)	
CJC	111	Introduction to Criminal Justice	3	(3	0)	
CJC	112	Criminology	3	(3	0)	
CJC	113	Juvenile Justice	3	(3	0)	
CJC	121	Law Enforcement Operations++	3	(3	0)	
CJC	122	Community Policing	3	(3	0)	
CJC	131	Criminal Law+	3	(3	0)	
CJC	132	Procedure and Evidence+	3	(3	0)	
CJC	141	Corrections	3	(3	0)	
CJC	151	Intro to Loss Prevention	3	(3	0)	
CJC	212	Ethics and Community Relations	3	(3	0)	
CJC	215	Organization & Administration	3	(3	0)	
CJC	221	Investigative Principles+	4	(3	2)	
CJC	222	Criminalistics	3	(3	0)	
CJC	231	Constitutional Law	3	(3	0)	
COE	111**	Co-op Work Experience I	1	(0	0	10)

COE	115**	Work Experience Seminar I	1	(1	0)	
PSY	150	General Psychology	3	(3	0)	
SOC	210	Introduction to Sociology	3	(3	0)	
Major Elective***			2	(2	0)	
Total Major Required Hours			**56**	**(54**	**2**	**10)**

*****Approved Major Electives**

BIO	111	General Biology	4	PED	121	Walk, Jog, Run	1
COE	112, 121	Cooperative Education	1-2	PED	143	Volleyball—Beginning	1
HEA	112	First Aid & CPR	2	PED	144	Volleyball—Intermediate	1
PED	111	Physical Fitness I	1	PED	145	Basketball—Beginning	1
PED	113	Aerobics I	1	PED	146	Basketball—Intermediate	1
PED	114	Aerobics II	1	SOC	220	Social Problems	3
PED	117	Weight Training I	1	SOC	225	Social Diversity	3

Total Required Credit Hours in Program **74**

+Any student who has completed the Basic Law Enforcement Training Program (BLET) can receive 10 SHC in the Criminal Justice Program through the courses designated.
++BLET graduates may receive an additional 3 SHC through credit by exam for CJC 121.
***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

First Year

Fall Semester		**Credit**
CJC	111	3
CJC	112	3
CJC	131	3
ENG	111	3
MAT	115 or	3
MAT	140 or	
MAT	161	
		15

Spring Semester		
CIS	110	3
CJC	113	3
CJC	122	3
CJC	215	3
ENG	114	3
		3

Summer Semester		
CJC	121	3
CJC	141	3
CJC	151	3
		9

Second Year

Fall Semester		**Credit**
CJC	212	3
CJC	221	4
CJC	132	3
PSY	150	3
SOC	210	3
		16

Spring Semester		
CJC	222	3
CJC	231	3
CJC	241	3
COM	120	3
Major Elective		2
Humanities/Fine Arts		3
		17

Early Childhood Education

A.A.S. Degree [A55220I]

Diploma Program [D55220I]

Certificate Program [C55220I]

Curriculum Description:
The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

		Credit	Class	Lab	Work Exp.
General Education Required Courses					
*COM 120	Interpersonal Communication	3	(3	0)	
*ENG 111	Expository Writing	3	(3	0)	
ENG 113	Literature-Based Research	3	(3		
BIO 110	Principles of Biology or	4	(3	3)	
MAT 140	Survey of Mathematics	3	(3	0)	
PSY 150	General Psychology	3	(3	0)	
Humanities/Fine Arts Elective		3	(3	0)	
Total General Education Required Hours		**18-19**	**(18**	**0-3)**	
Major Required Courses					
*ACA 111	College Student Success	1	(1	0)	
CIS 110	Introduction to Computers	3	(2	2)	
*COE 111**	Co-op Work Experience I	1	(0	0	10)
COE 115**	Work Experience Seminar I	1	(1	0)	
*EDU 119	Intro to Early Childhood Education	4	(4	0)	
*EDU 131	Children, Family, and Community	3	(3	0)	
*EDU 144	Child Development I	3	(3	0)	
*EDU 145	Child Development II	3	(3	0)	
*EDU 146	Child Guidance	3	(3	0)	
*EDU 151	Creative Activities	3	(3	0)	
*EDU 153	Health, Safety and Nutrition	3	(3	0)	
*EDU 221	Children with Exceptionalities	3	(3	0)	

*EDU	252	Math and Science Activities	3	(3	0)
EDU	259	Curriculum Planning	3	(3	0)
EDU	271	Educational Technology	3	(2	2)
*EDU	280	Language & Literacy Experiences	3	(3	0)
SOC	213	Sociology of the Family	3	(3	0)
Major Electives***			4	(4	0)
Total Major Required Hours			**50**	**(47**	**4** **10)**

*****Approved Major Electives**

BUS	230	Small Business Management	3
EDU	152	Music, Movement, & Language	3
EDU	234	Infants, Toddlers & Twos	3
EDU	235	School-Age Development & Program	2
EDU	250	PRAXIS I Preparation	1
EDU	261	Early Childhood Administration I	2
EDU	262	Early Childhood Administration II	3
EDU	282	Early Childhood Literature	3
EDU	288	Advanced Issues in Early Childhood	2

Total Required Credit Hours in Program	**68-69**
***Total Required Credit Hours for Diploma**	**36**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

First Year

Fall Semester			**Credit**
ACA	111		1
BIO	110	or	4
MAT	140		(3)
EDU	119		4
EDU	144		3
EDU	153		3
ENG	111		3
			17-18

Spring Semester			
CIS	110		3
COE	111		1
COE	115		1
EDU	145		3
EDU	146		3
ENG	113		3
			14

Summer Semester			
COM	120		3
SOC	213		3
			6

Second Year

Fall Semester			**Credit**
EDU	151		3
EDU	221		3
EDU	271		3
PSY	150		3
Major Elective			2
			14

Spring Semester			
EDU	131		3
EDU	252		3
EDU	259		3
EDU	280		3
Humanities/Fine Arts			3
Major Elective			2
			17

Certificate Option

		Credit	Class	Lab
Early Childhood Education Certificate				
EDU 151	Creative Activities	3	(0	3)
EDU 119	Intro to Early Childhood Education	4	(0	4)
EDU 146	Child Guidance	3	(0	3)
Early Childhood Approved Major Electives		6	(6	0)
Total Hours for Certificate		**16**		

Early Childhood—Special Education

A.A.S. Degree [A5522A]

Curriculum Description

Special Education is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

		Credit	Class	Lab	Work Exp.
General Education Required Courses					
COM 120	Interpersonal Communication	3	(3	0)	
ENG 111	Expository Writing	3	(3	0)	
ENG 113	Literature-Based Research	3	(3	0)	
BIO 110	Principles of Biology or	4	(3	3)	
MAT 140	Survey of Mathematics	(3)	(3	0)	
PSY 150	General Psychology	3	(3	0)	
Humanities/Fine Arts Elective		3	(3	0)	
Total General Education Required Hours		**18-19**	**(18**	**0-3)**	
Major Required Courses					
ACA 111	College Student Success	1	(1	0)	
CIS 110	Introduction to Computers	3	(2	2)	
COE 111**	Co-op Work Experience I	1	(0	0	10)
COE 115**	Work Experience Seminar I	1	(1	0)	
EDU 119	Intro to Early Childhood Education	4	(4	0)	
EDU 131	Children, Family, and Community	3	(3	0)	
EDU 144	Child Development I	3	(3	0)	
EDU 145	Child Development II	3	(3	0)	
EDU 146	Child Guidance	3	(3	0)	
EDU 147	Behavior Disorders	3	(3	0)	
EDU 148	Learning Disabilities	5	(4	2)	
EDU 151	Creative Activities	3	(3	0)	
EDU 153	Health, Safety, & Nutrition	3	(3	0)	
EDU 221	Children with Exceptionalities	3	(3	0)	
EDU 247	Physical Disabilities	3	(3	0)	

EDU	248	Mental Retardation	3	(2	2)	
EDU	271	Educational Technology	3	(2	2)	
EDU	280	Language & Literacy Experiences	3	(3	0)	
Major Electives***			6	(6	0)	
Total Major Required Hours			**57**	**(49**	**8**	**10)**

*****Approved Major Electives**

COE	121	Co-op Work Experience II	1
EDU	235	School-Age Dev & Program	2
SOC	210	Introduction to Sociology	3

Total Required Credit Hours in Program **75-76**

***COE 111 and COE 115 should be taken sometime in the students program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

First Year

Fall Semester		**Credit**
ACA	111	1
EDU	119	4
EDU	144	3
EDU	153	3
EDU	221	3
ENG	111	3
		17

Spring Semester		
CIS	110	3
EDU	131	3
EDU	145	3
EDU	146	3
EDU	247	3
Humanities/Fine Arts		3
		18

Summer Semester

COM	120	3
PSY	150	3
		6

Second Year

Fall Semester		**Credit**
COE	111	1
COE	115	1
EDU	148	5
EDU	151	3
EDU	271	3
ENG	113	3
		16

Spring Semester		
BIO	110 or	4
MAT	140	(3)
EDU	147	3
EDU	248	3
EDU	280	3
Major Elective		6
		18-19

Early Childhood—Teacher Associate

A.A.S. Degree [A5522B]

Curriculum Description:
Teacher Associate is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

			Credit	Class	Lab	Work Exp.
General Education Required Courses						
COM	120	Interpersonal Communications	3	(3	0)	
ENG	111	Expository Writing	3	(3	0)	
ENG	113	Literature-Based Research	3	(3	0)	
BIO	110	Principles of Biology or	4	(3	3)	
MAT	140	Survey of Mathematics	(3)	(3	0)	
PSY	150	General Psychology	3	(3	0)	
Humanities/Fine Arts Elective			3	(3	0)	
Total General Education Required Hours			**18-19**	**(18**	**0-3)**	
Major Required Courses						
ACA	111	College Student Success	1	(1	0)	
CIS	110	Introduction to Computers	3	(2	2)	
COE	111**	Co-op Work Experience I	1	(0	0	10)
COE	115**	Work Experience Seminar I	1	(1	0)	
COE	121**	Co-op Work Experience II	1	(0	0	10)
EDU	118	Teacher Assoc Princ & Practices	3	(3	0)	
EDU	119	Intro to Early Childhood Education	4	(4	0)	
EDU	131	Children, Family, and Community	3	(3	0)	
EDU	144	Child Development I	3	(3	0)	
EDU	145	Child Development II	3	(3	0)	
EDU	146	Child Guidance	3	(3	0)	
EDU	151	Creative Activities	3	(3	0)	
EDU	153	Health, Safety & Nutrition	3	(3	0)	
EDU	186	Reading & Writing Methods	3	(3	0)	
EDU	221	Children with Special Needs	3	(3	0)	
EDU	235	School Age Development & Programs	2	(2	0)	

EDU	259	Curriculum Planning	3	(3	0)	
EDU	271	Educational Technology	3	(2	2)	
EDU	275	Effective Teacher Training	2	(2	0)	
EDU	280	Language & Literacy Experiences	3	(3	0)	
EDU	285	Internship Experience-School Age	1	(1	0)	
Major Electives***			6	(6	0)	
Total Major Required Hours			**57**	**(48**	**4**	**20)**

*****Approved Major Electives**

EDU	250	PRAXIS I Preparation	1
EDU	254	Music and Movement in Children	2
EDU	282	Early Childhood Literature	3
SOC	210	Introduction to Sociology	3
SOC	220	Social Problems	3

Total Required Credit Hours in Program **75-76**

**COE 111, COE 115 and COE 121 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

First Year

Fall Semester			**Credit**
ACA	111		1
BIO	110	or	4
MAT	140		(3)
EDU	119		4
EDU	144		3
EDU	153		3
ENG	111		3
ENG	113		3
			20-21

Spring Semester		
CIS	110	3
COE	111	1
COE	115	1
EDU	118	3
EDU	131	3
EDU	145	3
EDU	146	3
		17

Summer Semester

COM	120	3
PSY	150	3
		6

Second Year

Fall Semester		**Credit**
EDU	151	3
EDU	186	3
EDU	221	3
EDU	271	3
Humanities/Fine Arts		3
Major Elective		3
		18

Spring Semester		
COE	121	1
EDU	235	2
EDU	259	3
EDU	275	2
EDU	280	3
EDU	282	3
EDU	285	1
Major Elective		3
		18

Electrical/Electronics Technology

A.A.S. Degree [A35220]

Diploma Program [D35220

Certificate Program [C35220]

Curriculum Description:
The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Course and Hour Requirements

		Credit	Class	Lab	Work Exp.
General Education Required Courses					
COM 120	Interpersonal Communication	3	(3	0)	
*ENG 111	Expository Writing	3	(3	0)	
*MAT 121	Algebra/Trigonometry I	3	(2	2)	
MAT 122	Algebra/Trigonometry II	3	(2	2)	
Humanities/Fine Arts Elective		3	(3	0)	
Social/Behavioral Science Elective		3	(3	0)	
Total General Education Required Hours		**18**	**(16**	**4)**	
Major Required Courses					
CIS 110	Introduction to Computers	3	(2	2)	
*COE 111**	Co-op Work Experience I	1	(0	0	10)
*COE 115**	Work Experience Seminar I	1	(1	0)	
*ELC 112	DC/AC Electricity	5	(3	6)	
*ELC 113	Basic Wiring I	4	(2	6)	
*ELC 115	Industrial Wiring	4	(2	6)	
*ELC 117	Motors and Controls	4	(2	6)	
*ELC 119	NEC Calculations	2	(1	2)	
*ELC 128	Introduction to PLC	3	(2	3)	
*ELC 228	PLC Applications	4	(2	6)	
*ELC 229	Application Project	2	(1	3)	
*ELN 131	Electronic Devices	4	(3	3)	
ELN 133	Digital Electronics	4	(3	3)	

PHY	131	Physics—Mechanics	4	(3	2)	
Major Elective***			6	(6	0)	
Total Major Required Hours			**51**	**(33**	**48**	**10)**

***Approved Major Electives**

BPR	111	Blueprint Reading	2
COE	112, 121, 131	Cooperative Education	1-3
DFT	151	CAD I	3
ELN	152	Fabrication Technology	2
ELN	232	Intro to Microprocessors	4
HYD	110	Hydraulics/Pneumatics	3
ISC	121	Environmental Health & Safety	3

Total Required Credit Hours in Program	**69**
***Total Credit Hours for Diploma**	**40**

***COE 111 and COE 115 should be taken sometime in the students program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester		**Credit**
CIS	110	3
ELC	112	5
MAT	121	3
Humanities/Fine Arts		3
		14

Spring Semester

ELC	117	4
ELN	131	4
ELN	133	4
MAT	122	3
ELN	131	**15**

Summer Semester

ELC	128	3
ENG	111	3
		6

Second Year

Fall Semester		**Credit**
COM	120	3
ELC	113	4
ELC	119	2
ELC	228	4
Major Elective		3
		16

Spring Semester

*COE	111	1
*COE	115	1
ELC	115	4
ELC	229	2
PHY	131	4
Major Elective		3
Social/Behavioral		3
		18

*Recommended placement. Co-op credits may be earned after a minimum of nine hours in the major area of study, but not before the end of first year spring semester.

Certificate Options

			Credit	Class	Lab
Electrical Wiring Certificate [C35220E]					
ELC	112	DC/AC Electricity	5	(3	6)
ELC	113	Basic Wiring I	4	(2	6)
ELC	115	Industrial Wiring	4	(2	6)
ELC	119	NEC Calculations	2	(1	2)
Total Hours for Certificate			**15**	**(8**	**20)**
Industrial Devices Certificate [C35220D]					
ELC	112	DC/AC Electricity	5	(3	6)
ELC	117	Motors and Controls	4	(2	6)
ELN	131	Electronic Devices	4	(3	3)
ELN	133	Digital Electronics	4	(3	3)
Total Hours for Certificate			**17**	**(11**	**18)**
Programmable Logic Controller Certificate [C35220P]					
CIS	110	Introduction to Computers	3	(2	2)
ELC	117	Motors and Controls	4	(2	6)
ELC	128	Introduction to PLC	3	(2	3)
ELC	228	PLC Applications	4	(2	6)
Total Hours for Certificate			**14**	**(8**	**17)**

Electronics Engineering Technology

A.A.S. Degree [A40200]

Diploma Program [D40200]

Certificate Program [C40200]

Curriculum Description:
The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Course and Hour Requirements

	Credit	Class	Lab	Work Exp.
General Education Required Courses				
COM 120 Interpersonal Communication	3	(3	0)	
*ENG 111 Expository Writing	3	(3	0)	
*MAT 121 Algebra/Trigonometry I	3	(2	2)	
Humanities/Fine Arts Elective	3	(3	0)	
Social/Behavioral Science	3	(3	0)	
Total General Education Required Hours	**15**	**14**	**2)**	
Major Required Courses				
CET 111 Computer Upgrade/Repair I	3	(2	3)	
CET 211 Computer Upgrade/Repair II	3	(2	3)	
*CIS 110 Introduction to Computers	3	(2	2)	
*COE 111**Co-op Work Experience I	1	(0	0	10)
*COE 115**Work Experience Seminar I	1	(1	0)	
*ELC 128 Introduction to PLC	3	(2	3)	
*ELC 131 DC/AC Circuit Analysis	5	(4	3)	
*ELN 131 Electronic Devices	4	(3	3)	
*ELN 132 Linear IC Applications	4	(3	3)	
*ELN 133 Digital Electronics	4	(3	3)	
*ELN 232 Introduction to Microprocessors	4	(3	3)	
ELN 234 Communication Systems	4	(3	3)	
MAT 122 Algebra/Trigonometry II	3	(2	2)	

PHY	131	Physics-Mechanics	4	(3	2)	
*Major Elective***			3	(3	0)	
Total Major Required Hours			**49**	**(36**	**33**	**10)**

*****Approved Major Electives**

CIS	130	Survey of Operating Systems	3
COE	112, 121, 131	Cooperative Education	1-3
CSC	134	C++ Programming	3
CSC	139	Visual BASIC Programming	3
DFT	151	CAD I	3
ELC	113	Basic Wiring I	4
ELC	228	PLC Applications	4
HYD	110	Hydraulics/Pneumatics	3
MEC	161	Manufacturing Processes I	3
NET	110	Data Comm/Networking	3

Total Required Credit Hours in Program	**64**
***Total Credit Hours for Diploma**	**36**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester		**Credit**
CET	111	3
CIS	110	3
COM	120	3
ELC	131	5
MAT	121	3
		17

Spring Semester		
CET	211	3
ELN	131	4
ELN	133	4
MAT	122	3
Humanities/Fine Arts		3
		17

Summer Semester

ELC	128	3
		3

Second Year

Fall Semester		**Credit**
ELN	132	4
ELN	232	4
ENG	111	3
Major Elective		3
Social/Behavioral Science		3
		17

Spring Semester		
COE	111	1
COE	115	1
ELN	234	4
PHY	131	4
		10

Certificate Options

			Credit	Class	Lab
Electronic Devices Certificate [C40200E]					
CIS	110	Introduction to Computers	3	(2	2)
ELC	131	DC/AC Circuit Analysis	5	(4	3)
ELN	131	Electronic Devices	4	(3	3)
ELN	132	Linear IC Application	4	(3	3)
Total Hours for Certificate			**16**	**(12**	**11)**
Digital Microprocessors Certificate [C40200D]					
CIS	110	Introduction to Computers	3	(2	2)
ELC	131	DC/AC Circuit Analysis	5	(4	3)
ELN	133	Digital Electronics	4	(3	3)
ELN	232	Intro to Microprocessors	4	(3	3)
Total Hours for Certificate			**16**	**(12**	**11)**
Communication Certificate [C40200C]					
ELC	131	DC/AC Circuit Analysis	5	(4	3)
ELN	131	Electronic Devices	4	(3	3)
ELN	132	Linear IC Application	4	(3	3)
ELN	234	Communication Systems	4	(3	3)
Total Hours for Certificate			**17**	**(13**	**12)**
Computer Upgrade/Repair Certificate [C40200U]					
CET	111	Computer Upgrade/Repair I	3	(2	3)
CET	211	Computer Upgrade/Repair II	3	(2	3)
CIS	110	Introduction to Computers	3	(2	2)
CIS	130	Survey of Operating Systems	3	(2	3)
Total Hours for Certificate			**12**	**(8**	**11)**

Esthetics Technology

Certificate Program [C55230]

Curriculum Description:
The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Course and Hour Requirements

General Education Required Courses
None

			Credits	Class	Lab
Major Required Courses					
COS	119	Esthetics Concepts I	2	(2	0)
COS	120	Esthetics Salon I	6	(0	18)
COS	125	Esthetics Concepts II	2	(2	0)
COS	126	Esthetics Salon II	6	(0	18)
Total Major Required Hours			**16**	**(4**	**36)**

Total Required Credit Hours in Program **16**

Suggested Curriculum By Semesters

Fall Semester		Credit	Spring Semester		Credit
COS	119	2	COS	125	2
COS	120	6	COS	126	6
		8			8

General Occupational Technology

A.A.S. Degree [A55280]

Diploma Program [D55280]

Curriculum Description:
The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree or diploma by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

A.A.S. General Education Core **15 SHC**
Diploma General Education Core **6 SHC**
Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 3 semester hours of communications.

Choose from the following to fulfill requirement

COM	120	Interpersonal Communication	3	ENG	113	Literature-Based Research	3
COM	231	Public Speaking	3	ENG	114	Professional Research & Reporting	3
ENG	111	Expository Writing	3				

For the Degree program choose at least one course from each of the following categories. For the diploma program choose one course from any of the following categories.

Humanities/Fines Art Courses

ART	111	Art Appreciation	3	HUM	115	Critical Thinking	3
ART	114	Art History Survey I	3	HUM	120	Cultural Studies	3
ART	115	Art History Survey II	3	HUM	150	American Women's Studies	3
ENG	125	Creative Writing I	3	HUM	160	Introduction to Film	3
ENG	231	American Literature I	3	MUS	110	Music Appreciation	3
ENG	232	American Literature II	3	PHI	215	Philosophical Issues	3
ENG	233	Major American Writers	3	PHI	230	Introduction to Logic	3
ENG	241	British Literature I	3	PHI	240	Introduction to Ethics	3
ENG	242	British Literature II	3	REL	110	World Religions	3
ENG	251	Western World Literature I	3	REL	211	Intro to Old Testament	3
ENG	252	Western World Literature II	3	REL	212	Intro to New Testament	3
FRE	111	Elementary French I	3	SPA	111	Elementary Spanish I	3
FRE	112	Elementary French II	3	SPA	112	Elementary Spanish II	3
FRE	211	Intermediate French I	3	SPA	211	Intermediate Spanish I	3
FRE	212	Intermediate French II	3	SPA	212	Intermediate Spanish II	3

Social Behavioral Science Courses

ANT	210	General Anthropology	3	ECO	252	Prin of Macroeconomics	3
ECO	251	Prin of Microeconomics	3	GEO	111	World Regional Geography	3

GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
GEO	131	Physical Geography I	4
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
HIS	236	North Carolina History	3
POL	120	American Government	3
POL	130	State & Local Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	118	Interpersonal Psychology	3
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Sciences/Mathematics Courses

BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
CHM	130	General, Organic, & Biochem.	3
CHM	130A	General, Organic, & Biochem. Lab	1
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	151	General Chemistry I	4
CIS	110	Introduction to Computers	3
MAT	110	Mathematical Measurement	3
MAT	115	Mathematical Models	3
MAT	121	Algebra/Trigonometry I	3
MAT	140	Survey of Mathematics	3
MAT	161	College Algebra	3
MAT	175	Precalculus	4
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1
PHY	121	Applied Physics I	4

Major Area for Degree **49 SHC**
Major Area for Diploma **30 SHC**

Select from the following courses

ACC	120	Prin of Financial Acct	4
ACC	121	Prin of Managerial Acct	4
ACC	131	Federal Income Taxes	3
ACC	140	Payroll Accounting	2
ACC	150	Acct Software Appl	2
ACC	220	Intermediate Accounting I	4
ACC	221	Intermediate Accounting II	4
ACC	225	Cost Accounting	3
ACC	269	Audit & Assurance Servcs	3
AHR	110	Intro to Refrigeration	5
AHR	111	HVACR Electricity	3
AHR	112	Heating Technology	4
AHR	113	Comfort Cooling	4
AHR	114	Heat Pump Technology	4
AHR	115	Refrigeration Systems	2
AHR	120	HVACR Maintenance	2
AHR	133	HVAC Servicing	4
AHR	151	HVAC Duct Systems I	2
AHR	160	Refrigerant Certification	1
AHR	180	HVACR Customer Relations	1
AHR	210	Residential Building Code	2
AHR	211	Residential System Design	3
ANT	210	General Anthropology	3
ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
ART	121	Design I	3
ART	122	Design II	3
ART	131	Drawing I	3
ART	132	Drawing II	3
ART	135	Figure Drawing I	3
ART	171	Computer Art I	3
ART	231	Printmaking I	3
ART	240	Painting I	3
ART	241	Painting II	3
ART	244	Watercolor	3
ART	271	Computer Art II	3
ART	281	Sculpture I	3
ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3
ART	288	Studio	3
BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
BIO	112	General Biology II	4
BIO	120	Introductory Botany	4
BIO	130	Introductory Zoology	4
BIO	163	Basic Anatomy & Physiology	5
BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
BIO	275	Microbiology	4
BPR	111	Blueprint Reading	2

BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
BUS	116	Business Law II	3
BUS	121	Business Math	3
BUS	135	Principles of Supervision	3
BUS	137	Principles of Management	3
BUS	153	Human Resource Management	3
BUS	225	Business Finance	3
BUS	230	Small Business Management	3
BUS	231	Computerized Inventory	3
BUS	253	Leadership &Mngt Skills	3
BUS	260	Business Communication	3
BUS	270	Professional Development	3
CET	111	Computer Upgrade/Repair I	3
CET	211	Computer Upgrade/Repair II	3
CHM	130	General, Organic, & Biochem	3
CHM	130A	General, Organic, & Biochem Lab	1
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	151	General Chemistry I	4
CHM	152	General Chemistry II	4
CHM	251	Organic Chemistry I	4
CHM	252	Organic Chemistry II	4
CIS	110	Introduction to Computers	3
CIS	115	Intro to Programming and Logic	3
CIS	120	Spreadsheet I	3
CIS	130	Survey of Operating Systems	3
CIS	152	Database Concepts & Apps	3
CIS	164	DTP Layout & Design	3
CIS	172	Intro. to the Internet	3
CJC	100	Basic Law Enforcement Training	18
CJC	111	Introduction to Criminal Justice	3
CJC	112	Criminology	3
CJC	113	Juvenile Justice	3
CJC	121	Law Enforcement Operations	3
CJC	122	Community Policing	3
CJC	131	Criminal Law	3
CJC	132	Court Procedure & Evidence	3
CJC	141	Corrections	3
CJC	151	Introduction to Loss Prevention	3
CJC	212	Ethics and Community Relations	3
CJC	215	Organization & Administration	3
CJC	221	Investigative Principles	4
CJC	222	Criminalistics	3
CJC	231	Constitutional Law	3
COE	110	World of Work	1
COE	111	Co-op Work Experience I	1
COE	112	Co-op Work Experience I	2
COE	115	Work Experience Seminar I	1
COE	121	Co-op Work Experience II	1
COE	122	Co-op Work Experience II	2
COE	131	Co-op Work Experience III	1
COE	132	Co-op Work Experience III	2
COM	120	Interpersonal Communication	3
COM	231	Public Speaking	3
COS	111	Cosmetology Concepts I	4
COS	112	Salon I	8
COS	113	Cosmetology Concepts II	4
COS	114	Salon II	8
COS	115	Cosmetology Concepts III	4
COS	116	Salon III	4
COS	117	Cosmetology Concepts IV	2
COS	118	Salon IV	7
COS	119	Esthetics Concepts I	2
COS	120	Esthetics Salon I	6
COS	121	Manicure/Nail Technology I	6
COS	125	Esthetics Concepts II	2
COS	126	Esthetics Salon II	6
COS	222	Manicure/Nail Technology II	6
COS	271	Instructor Concepts I	5
COS	272	Instructor Practicum I	7
COS	273	Instructor Concepts II	5
COS	274	Instructor Practicum II	7
CSC	134	C++ Programming	3
CSC	135	COBOL Programming	3
CSC	139	Visual BASIC Programming	3
CSC	141	Visual C++ Programming	3
CSC	143	Object Oriented Programming	3
CSC	148	JAVA Programming	3
CSC	160	Intro to Internet Prog	3
CSC	235	Advanced COBOL	3
CSC	239	Advanced Visual BASIC	3
CSC	241	Advanced Visual C++	3
DDF	252	Advanced Solid Modeling	4
DDT	110	Developmental Disabilities	3
DFT	111	Technical Drafting I	2
DFT	112	Technical Drafting II	2
DFT	151	CAD I	3
DFT	152	CAD II	3
DFT	153	CAD III	3
DFT	170	Engineering Graphics	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
EDU	118	Teacher Assoc. Principles & Practices	3
EDU	119	Intro to Early Childhood Education	4
EDU	131	Children, Family, and Community	3
EDU	144	Child Development I	3
EDU	145	Child Development II	3
EDU	146	Child Guidance	3
EDU	147	Behavior Disorders	3
EDU	148	Learning Disabilities	5
EDU	151	Creative Activities	3
EDU	152	Music, Movement, & Language	3
EDU	153	Health, Safety and Nutrition	3
EDU	186	Reading and Writing Methods	3
EDU	221	Children with Exceptionalities	3

EDU	234	Infants, Toddlers, & Twos	3
EDU	235	School Age Development & Programs	2
EDU	247	Physical Disabilities	3
EDU	248	Mental Retardation	3
EDU	250	PRAXIS I Preparation	1
EDU	252	Math & Science Activities	3
EDU	254	Music & Movemt for Children	2
EDU	259	Curriculum Planning	3
EDU	261	Early Childhood Admin. I	2
EDU	262	Early Childhood Admin. II	3
EDU	271	Educational Technology	3
EDU	275	Effective Teacher Training	2
EDU	280	Language & Literacy Exp	3
EDU	282	Early Childhood Literature	3
EDU	285	Internship Experiences-School-Age	1
EDU	288	Ad. Issues/Early Child Ed.	2
ELC	111	Intro to Electricity	3
ELC	112	DC/AC Electricity	5
ELC	113	Basic Wiring I	4
ELC	115	Industrial Wiring	4
ELC	117	Motors and Controls	4
ELC	119	NEC Calculations	2
ELC	128	Introduction to PLC	3
ELC	131	DC/AC Circuit Analysis	5
ELC	228	PLC Applications	4
ELC	229	Applications Project	2
ELN	131	Electronic Devices	4
ELN	132	Linear IC Applications	4
ELN	133	Digital Electronics	4
ELN	152	Fabrication Techniques	2
ELN	232	Introduction to Microprocessors	4
ELN	234	Communication Systems	4
ENG	111	Expository Writing	3
ENG	113	Literature-Based Research	3
ENG	114	Prof. Research & Reporting	3
ENG	125	Creative Writing I	3
ENG	135	Intro. to Short Film	3
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	251	Western World Literature I	3
ENG	252	Western World Literature II	3
FRE	111	Elementary French I	3
FRE	112	Elementary French II	3
FRE	211	Intermediate French I	3
FRE	212	Intermediate French II	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
GEO	131	Physical Geography I	4
GRO	120	Gerontology	3
HEA	110	Personal Health/Wellness	3
HEA	112	First Aid & CPR	2
HEA	120	Community Health	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
HIS	236	North Carolina History	3
HSE	110	Introduction to Human Services	3
HSE	112	Group Process I	2
HSE	123	Interviewing Techniques	3
HSE	125	Counseling	3
HSE	210	Human Services Issues	2
HSE	220	Case Management	3
HSE	225	Crisis Intervention	3
HSE	227	Children & Adol in Crisis	3
HSE	240	Issues in Client Services	3
HUM	115	Critical Thinking	3
HUM	120	Cultural Studies	3
HUM	150	American Women's Studies	3
HUM	160	Introduction to Film	3
HYD	110	Hydraulics/Pneumatics I	3
ISC	112	Industrial Safety	2
ISC	121	Envir Health & Safety	3
ITN	110	Introduction to Web Graphics	3
ITN	120	Intro Internet Multimedia	3
ITN	140	Web Development Tools	3
ITN	150	Internet Protocols	3
ITN	160	Principles of Web Design	3
ITN	170	Intro. to Internet Databases	3
ITN	180	Active Server Programming	3
ITN	240	Internet Security	3
ITN	260	Intro to e-Commerce	3
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
MAC	222	Advanced CNC Turning	2
MAC	224	Advanced CNC Milling	2
MAT	110	Mathematical Measurement	3
MAT	115	Mathematical Models	3
MAT	121	Algebra/Trigonometry I	3
MAT	122	Algebra/Trigonometry II	3
MAT	140	Survey of Mathematics	3
MAT	151	Statistics I	3
MAT	161	College Algebra	3
MAT	162	College Trigonometry	3
MAT	175	Precalculus	4
MAT	263	Brief Calculus	3
MAT	271	Calculus I	4

MAT	272	Calculus II	4
MAT	273	Calculus III	4
MAT	280	Linear Algebra	3
MAT	285	Differential Equations	3
MEC	110	Introduction to CAD/CAM	2
MEC	111	Machine Processes I	3
MEC	161	Manufacturing Processes I	3
MEC	180	Engineering Materials	3
MEC	250	Statics & Strength of Materials	5
MED	110	Orientation to Medical Assisting	1
MED	118	Medical Law and Ethics	2
MED	121	Medical Terminology I	3
MED	122	Medical Terminology II	3
MED	130	Administrative Office Procedures I	2
MED	131	Administrative Office Procedures II	2
MED	134	Medical Transcription	3
MED	140	Exam Room Procedures I	5
MED	150	Lab Procedures I	5
MED	232	Medical Insurance Coding	2
MED	260	MED Clinical Externship	5
MKT	120	Principles of Marketing	3
MKT	121	Retailing	3
MKT	122	Visual Merchandising	3
MKT	123	Fundamentals of Selling	3
MKT	125	Buying and Merchandising	3
MKT	220	Advertising & Sales Promotion	3
MKT	225	Marketing Research	3
MKT	226	Retail Applications	3
MKT	227	Marketing Applications	3
MUS	110	Music Appreciation	3
MUS	111	Fundamentals of Music	3
MUS	112	Introduction to Jazz	3
MUS	121	Music Theory	4
MUS	131	Chorus I	1
MUS	161	Applied Music I	2
MUS	162	Applied Music II	2
MUS	261	Applied Music III	2
MUS	262	Applied Music IV	2
NAS	101	Nursing Assistant I	5
NAS	102	Nursing Assistant II	6
NAS	103	Home Health Care	2
NAS	104	Home Health Clinical	1
NET	110	Data Communications/Networking	3
NET	260	Internet Develop. & Support	3
NUR	115	Fundamentals of Nursing	5
NUR	117	Pharmacology	2
NUR	125	Maternal Child Nursing	8
NUR	133	Nursing Assessment	3
NUR	135	Adult Nursing I	9
NUR	185	Mental Health Nursing	5
NUR	233	Leadership in Nursing	2
NUR	235	Adult Nursing II	10
OST	131	Keyboarding	2
OST	134	Text Entry & Formatting	3
OST	136	Word Processing	2
OST	137	Office Software Applications	2
OST	164	Text Editing Applications	3
OST	181	Intro to Office Systems	3
OST	184	Records Management	2
OST	236	Adv. Word/Info. Processing	3
OST	289	Office Systems Management	3
PBT	100	Phlebotomy Technology	6
PBT	101	Phlebotomy Practicum	3
PED	110	Fit and Well for Life	2
PED	111	Physical Fitness	1
PED	113	Aerobics I	1
PED	114	Aerobics II	1
PED	117	Weight Training I	1
PED	121	Walk, Jog, Run	1
PED	128	Golf—Beginning	1
PED	129	Golf—Intermediate	1
PED	130	Tennis—Beginning	1
PED	131	Tennis—Intermediate	1
PED	132	Racquetball—Beginning	1
PED	133	Racquetball—Intermediate	1
PED	137	Badminton	1
PED	139	Bowling—Beginning	1
PED	142	Lifetime Sports	1
PED	143	Volleyball—Beginning	1
PED	144	Volleyball—Intermediate	1
PED	145	Basketball—Beginning	1
PED	146	Basketball—Intermediate	1
PHI	215	Philosophical Issues	3
PHI	230	Introduction to Logics	3
PHI	240	Introduction to Ethics	3
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1
PHY	121	Applied Physics I	4
PHY	131	Physics—Mechanics	4
PHY	151	College Physics I	4
PHY	152	College Physics II	4
PHY	251	General Physics I	4
PHY	252	General Physics II	4
POL	120	American Government	3
POL	130	State & Local Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	118	Interpersonal Psychology	3
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
PSY	246	Adolescent Psychology	3
PSY	263	Educational Psychology	3
PSY	265	Behavioral Modification	3
PSY	281	Abnormal Psychology	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3

REL	212	Introduction to New Testament	3	SPA	111	Elementary Spanish I	3
SAB	130	Addictive Behaviors	3	SPA	112	Elementary Spanish II	3
SOC	210	Introduction to Sociology	3	SPA	120	Spanish for the Workplace	3
SOC	213	Sociology of the Family	3	SPA	211	Intermediate Spanish I	3
SOC	220	Social Problems	3	SPA	212	Intermediate Spanish II	3
SOC	225	Social Diversity	3				

Electives (3 SHC)

Elective hours can be chosen from any other college level courses, not already taken, in the college catalog.

Total Required Credit Hours in Degree Program **67**

Total Required Credit Hours in Diploma Program **39**

Human Services Technology

A.A.S. Degree [A45380]

Curriculum Description:
The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses that prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Course and Hour Requirements

		Credit	Class	Lab	Clinical
General Education Required Courses					
COM 120	Interpersonal Communication	3	(3	0)	
ENG 111	Expository Writing	3	(3	0)	
ENG 114	Professional Research & Reporting	3	(3	0)	
BIO 111	General Biology I or	4	(3	3)	
MAT 140	Survey of Mathematics or	3	(3	0)	
MAT 161	College Algebra	3	(3	0)	
SOC 220	Social Problems	3	(3	0)	
Humanities/Fine Arts Elective		3	(3	0)	
Total General Education Required Hours		**18-19**	**(18**	**3)**	
Major Required Courses					
ACA 111	College Student Success	1	(1	0)	
CIS 110	Introduction to Computers	3	(2	2)	
COE 111**	Co-op Work Experience I	1	(0	0	10)
COE 115**	Work Experience Seminar I	1	(1	0)	
COE 121**	Co-op Work Experience II	1	(0	0	10)
DDT 110	Developmental Disabilities	3	(3	0)	
GRO 120	Gerontology	3	(3	0)	
HEA 112	First Aid & CPR	2	(1	2)	
HSE 110	Introduction to Human Services	3	(2	2)	
HSE 112	Group Process I	2	(1	2)	
HSE 123	Interviewing Techniques	3	(2	2)	
HSE 125	Counseling	3	(2	2)	
HSE 210	Human Services Issues	2	(2	0)	
HSE 220	Case Management	3	(2	2)	
HSE 225	Crisis Intervention	3	(3	0)	
HSE 227	Children & Adol in Crisis	3	(3	0)	

HSE	240	Issues in Client Services	3	(3	0)	
PSY	150	General Psychology	3	(3	0)	
PSY	281	Abnormal Psychology	3	(3	0)	
SAB	130	Addictive Behaviors	3	(3	0)	
SOC	213	Sociology of the Family	3	(3	0)	
Total Major Required Hours			**52**	**(43**	**14**	**20)**

Total Required Credit Hours in Program **70-71**

***COE 111, COE 115 and COE 121 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

First Year

Fall Semester		**Credit**
ACA	111	1
CIS	110	3
ENG	111	3
GRO	120	3
HSE	110	3
PSY	150	3
		16

Spring Semester		
BIO	111 or	4
MAT	140 or	(3)
MAT	161	(3)
ENG	114	3
HSE	123	3
HSE	125	3
SOC	220	3
		15-16

Summer Semester		
COM	120	3
PSY	281	3
Humanities/Fine Arts		3
		9

Second Year

Fall Semester		**Credit**
COE	111	1
COE	115	1
DDT	110	3
HSE	112	2
HSE	210	2
HSE	220	3
HSE	227	3
		15

Spring Semester		
COE	121	1
HEA	112	2
HSE	225	3
HSE	240	3
SAB	130	3
SOC	213	3
		15

Information Systems

A.A.S. Degree [A25260]

Curriculum Description:
The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Course and Hour Requirements

		Credits	Class	Lab	Work Exp.
General Education Required Courses					
COM 120	Interpersonal Communication	3	(3	0)	
ENG 111	Expository Writing	3	(3	0)	
ENG 113	Literature Based Research or	3	(3	0)	
ENG 114	Professional Research & Reporting				
MAT 140	Survey of Mathematics or	3	(3	0)	
MAT 161	College Algebra				
Humanities/Fine Arts Elective		3	(3	0)	
Social/ Behavioral Science Elective		3	(3	0)	
Total General Education Required Hours		**18**	**18**	**0**	
Major Required Courses					
ACC 120	Principles of Financial Accounting	4	(3	2)	
BUS 260	Business Communications	3	(3	0)	
CIS 110	Introduction to Computers	3	(2	2)	
CIS 115	Introduction to Programming & Logic	3	(2	2)	
CIS 120	Spreadsheet I	3	(2	2)	
CIS 130	Survey of Operating Systems	3	(2	3)	
CIS 152	Database Concepts & Applications	3	(2	2)	
CIS 164	DTP Layout and Design	3	(2	2)	
COE 111**	Co-op Work Experience I	1	(0	0	10)
COE 115**	Work Experience Seminar I	1	(1	0)	
NET 110	Data Communications/Networking	3	(2	2)	
OST 131	Keyboarding	2	(1	2)	
Major Electives***		11	(11	0)	

Select two of the following three languages

CSC	135	COBOL Programming	3	(2	3)	
CSC	139	Visual BASIC Programming	3	(2	3)	
CSC	141	Visual C++ Programming	3	(2	3)	
Total Major Required Hours			**49**	**(35**	**25**	**10)**

*****Approved Major Electives**

Select 11 SHC from the following

ACC	121	Principles of Managerial Accounting	4
ACC	140	Payroll Accounting	2
ACC	225	Cost Accounting	4
BUS	110	Introduction to Business	3
BUS	121	Business Math	3
BUS	253	Leadership & Management Skills	3
CIS	172	Introduction to the Internet	3
COE	112, 121, 131	Cooperative Education	1-3
ECO	251	Principles of Microeconomics	3
ITN	150	Internet Protocols	3

Total Required Credit Hours in Program **67**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semester

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester		**Credit**
CIS	110	3
CIS	115	3
*CSC	139	(3)
ENG	111	3
MAT	140	3
OST	131	2
		14-17

Spring Semester		
ACC	120	4
CIS	130	3
*CSC	135	(3)
COM	120	3
ENG	114	3
		13-16

Summer Semester		
NET	110	3
		3

Second Year

Fall Semester		**Credit**
BUS	260	3
*CSC	141	(3)
CIS	164	3
Humanities/Fine Arts		3
Major Elective		2
Social/Behavioral Science		3
		14-17

Spring Semester		
COE	111	1
COE	115	1
CIS	120	3
CIS	152	3
Major Elective		9
		17

**Select two of the three options.*

Internet Technologies

A.A.S. Degree [A25290]

Diploma Program [D25290]

Certificate Program [C25290]

Curriculum Description:
The Internet Technologies curriculum is designed to prepare graduates for employment with organizations that use computers to disseminate information via the Internet internally, externally, and/or globally. The curriculum will prepare students to create and implement these services.

Course work includes computer and Internet terminology and operations, logic, operating systems, database and data communications/networking, and related topics. Studies will provide opportunities for students to implement, support, and customize industry-standard Internet technologies.

Graduates should qualify for career opportunities as Webmasters Internet and Intranet administrators, Internet applications specialists, Internet programmers and Internet technicians. Government institutions, industries, and other organizations employ individuals who possess the skills taught in this curriculum.

Course and Hour Requirements

		Credits	Class	Lab	Work Exp.
General Education Courses					
COM 120	Interpersonal Communications or	3	(3	0)	
COM 231	Public Speaking				
*ENG 111	Expository Writing	3	(3	0)	
MAT 140	Survey or Mathematics or	3	(3	0)	
MAT 161	College Algebra				
Humanities/Fine Arts Elective		3	(3	0)	
Social/Behavioral Science Elective		3	(3	0)	
Total General Education Required Hours		**15**	**(15**	**0)**	
Major Required Courses					
*CIS 110	Introduction to Computers	3	(2	2)	
*CIS 130	Survey of Operating Systems	3	(2	2)	
CIS 152	Database Concepts & Applications	3	(2	2)	
*CIS 172	Introduction to the Internet	3	(2	3)	
*COE 111**	Co-op Work Experience I	1	(0	0	10)
*COE 115**	Work Experience Seminar I	1	(1	0)	
*CSC 160	Introduction to Internet Programming	3	(2	2)	
*ITN 110	Introduction to Web Graphics	3	(2	2)	
*ITN 120	Intro Internet Multimedia	3	(2	2)	
*ITN 140	Web Development Tools	3	(2	2)	
*ITN 150	Internet Protocols	3	(2	2)	
*ITN 160	Principles of Web Design	3	(2	2)	
ITN 170	Introduction to Internet Databases	3	(2	2)	

ITN	180	Active Server Programming	3	(2	2)	
ITN	260	Introduction to e-Commerce	3	(2	2)	
*NET	110	Data Communications Networking	3	(2	2)	
NET	260	Internet Development & Support	3	(3	0)	
*OST	131	Keyboarding	2	(1	2)	
*Major Electives***			3	(3	0)	
Total Major Required Hours			**52**	**(36**	**31**	**10)**

*****Approved Major Electives**

CIS	120	Spreadsheet I	3	CSC	239	Advanced Visual BASIC	3
COE	112	Co-op Work Experience I	2	ITN	240	Internet Security	3
CSC	139	Visual BASIC Programming	3	MKT	120	Principles of Marketing	3
CSC	148	JAVA Programming	3				

Total Required Credit Hours in Program **67**

***Total Required Credit Hours for Diploma** **40**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester		**Credit**
CIS	110	3
CIS	172	3
ENG	111	3
ITN	110	3
OST	131	2
		14

Spring Semester		
CIS	130	3
CIS	152	3
CSC	160	3
ITN	140	3
MAT	140	3
		15

Summer Semester		
COM	120	3
NET	110	3
		6

Second Year

Fall Semester		**Credit**
ITN	120	3
ITN	160	3
ITN	170	3
NET	260	3
Social/Behavioral Science		3
		15

Spring Semester		
COE	111	1
COE	115	1
ITN	150	3
ITN	180	3
ITN	260	3
Humanities/Fine Arts		3
Major Elective		3
		17

Certificate Program

Web Design

			Credit	**Class**	**Lab**
CIS	172	Introduction to the Internet	3	(2	3)
CSC	160	Introduction to Internet Programming	3	(2	2)
ITN	110	Introduction to Web Graphics	3	(2	2)
ITN	140	Web Development Tools	3	(2	2)
ITN	160	Principles of Web Design	3	(2	2)
OST	131	Keyboarding	2	(1	2)
Total Hours for Certificate			**17**	**(11**	**13)**

Manicuring/Nail Technology

Certificate Program (C55400)

Curriculum Description:
The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment, which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Course and Hour Requirements

		Credits	Class	Lab
General Education Required Courses				
BUS 230	Small Business Management	3	(3	0)
COE 110	World of Work	1	(1	0)
Total General Education Required Hours		4	(4	0)
Major Required Courses				
COS 121	Manicure/Nail Technology I	6	(4	6)
COS 222	Manicure/Nail Technology II	6	(4	6)
Total Major Required Hours		12	(8	12)

Total Required Credit Hours in Program **16**

Suggested Curriculum By Semesters

Fall/Spring Semester	Credit	
BUS 230	3	
COE 110	1	
COS 121	6	(Fast Track-1st Eight Weeks)
COS 222	6	(Fast Track-2nd Eight Weeks)
	16	

Mechanical Engineering Technology

A.A.S. Degree [A40320]

Certificate Program [C40320]

Curriculum Description:
The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Course and Hour Requirements

		Credit	Class	Lab	Work Exp.
General Education Required Courses					
COM 120	Interpersonal Communication	3	(3	0)	
ENG 111	Expository Writing	3	(3	0)	
MAT 121	Algebra/Trigonometry I or	3	(2	2)	
MAT 175	Precalculus	4	(4		
Humanities/Fine Arts Elective		3	(3	0)	
Social/Behavioral Science Elective		3	(3	0)	
Total General Education Required Hours		**15-16**	**(14-16**	**2)**	
Major Core Required Courses					
DFT 151	CAD I	3	(2	3)	
DFT 152	CAD II	3	(2	3)	
HYD 110	Hydraulics/Pneumatics I	3	(2	3)	
MEC 111	Machine Processes I	3	(1	4)	
MEC 180	Engineering Materials	3	(2	3)	
MEC 250	Statics & Strength of Materials	5	(4	3)	
Total Major Core Required Hours		**20**	**(13**	**19)**	
Other Major Required Courses					
CIS 110	Introduction to Computers	3	(2	2)	
COE 111**	Co-op Work Experience I	1	(0	0	10)
COE 115**	Work Experience Seminar I	1	(1	0)	
DDF 252	Advanced Solid Modeling	3	(2	2)	
DFT 111	Technical Drafting I	2	(1	3)	
DFT 112	Technical Drafting II	2	(1	3)	

DFT	153	CAD III	3	(2	3)	
ISC	112	Industrial Safety	2	(2	0)	
MAC	122	CNC Turning	2	(1	3)	
MAC	124	CNC Milling	2	(1	3)	
MAC	222	Advanced CNC Turning	2	(1	3)	
MAC	224	Advanced CNC Milling	2	(1	3)	
MEC	110	Introduction to CAD/CAM	2	(1	2)	
MEC	161	Manufacturing Processes I	3	(3	0)	
Total Major Required Hours			**30**	**(18**	**27**	**10)**

Total Required Credit Hours in Program **65-66**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester		**Credit**
DFT	111	2
DFT	151	3
ISC	112	2
MAT	121	3
MEC	110	2
MEC	111	3
		15

Spring Semester		
CIS	110	3
DFT	112	2
DFT	152	3
MAC	122	2
MEC	161	3
		13

Summer Semester

COM 120	3
Humanities/Fine Arts	3
Social/Behavioral Science	3
	9

Second Year

Fall Semester		**Credit**
DFT	153	3
ENG	111	3
MAC	124	2
MEC	250	5
		13

Spring Semester		
COE	111	1
COE	115	1
DDF	252	3
HYD	110	3
MAC	222	2
MAC	224	2
MEC	180	3
		15

Certificate Options

			Credit	Class	Lab
CAD Drafting Certificate					
DDF	252	Advanced Solid Modeling	3	(2	2)
DFT	151	CAD I	3	(2	3)
DFT	152	CAD II	3	(2	3)
DFT	153	CAD III	3	(2	3)
MEC	110	Introduction to CAD/CAM	2	(1	2)
Total Hours for Certificate			**14**	**(9**	**13**
Drafting Certificate					
DDF	252	Advanced Solid Modeling	3	(2	2)
DFT	111	Technical Drafting I	2	(1	3)
DFT	112	Technical Drafting II	2	(1	3)
DFT	151	CAD I	3	(2	3)
DFT	152	CAD II	3	(2	3)
DFT	153	CAD III	3	(2	3)
MEC	110	Introduction to CAD/CAM	2	(1	2)
Total Hours for Certificate			**18**	**11**	**19**
Machining Certificate					
DFT	111	Technical Drafting I	2	(1	3)
MAC	122	CNC Turning	2	(1	3)
MAC	124	CNC Milling	2	(1	3)
MAC	222	Advanced CNC Turning	2	(1	3)
MAC	224	Advanced CNC Milling	2	(1	3)
MEC	110	Introduction to CAD/CAM	2	(1	2)
MEC	111	Machine Processes I	3	(1	4)
MEC	180	Engineering Materials	3	(2	3)
Total Hours for Certificate			**18**	**(9**	**24)**
Manufacturing Certificate					
DFT	151	CAD I	3	(2	3)
MAC	122	CNC Turning	2	(1	3)
MAC	124	CNC Milling	2	(1	3)
MEC	110	Introduction to CAD/CAM	2	(1	2)
MEC	111	Machine Processes I	3	(1	4)
MEC	161	Manufacturing Processes I	3	(3	0)
MEC	180	Engineering Materials	3	(2	3)
Total Hours for Certificate			**18**	**(11**	**18)**

Medical Assisting

A.A.S Degree [A45400]

Diploma Program [D45400]

Curriculum Description:
The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Course and Hour Requirements

		Credits	(Class	Lab	Clinical)
General Education Required Courses					
COM 120	Interpersonal Communication	3	(3	0)	
*ENG 111	Expository Writing	3	(3	0)	
ENG 113	Literature-Based Research or	3	(3	0)	
ENG 114	Professional Research & Reporting				
MAT 140	Survey of Mathematics	3	(3	0)	
*PSY 118	Interpersonal Psychology or	3	(3	0)	
PSY 150	General Psychology				
Humanities/Fine Arts Elective		3	(3	0)	
Total General Education Required Hours		**18**	**(18**	**0)**	
Major Required Courses					
*BIO 163	Basic Anatomy & Physiology	5	(4	2)	
BUS 137	Principles of Management or				
*MED 110	Orientation to Medical Assisting	1	(1	0)	
*MED 118	Medical Law & Ethics	2	(2	0)	
*MED 121	Medical Terminology I	3	(3	0)	
*MED 122	Medical Terminology II	3	(3	0)	
*MED 130	Administrative Office Procedures I	2	(1	2)	
*MED 131	Administrative Office Procedures II	2	(1	2)	
*MED 134	Medical Transcription I	3	(2	2)	
*MED 140	Exam Room Procedures I	5	(3	4)	
*MED 150	Laboratory Procedures I	5	(3	4)	
MED 232	Medical Insurance Coding	2	(1	3)	
*MED 260	MED Clinical Externship	5	(0	0	15)
*OST 131	Keyboarding	2	(1	2)	

*OST	134	Text Entry & Formatting	3	(2	2)	
OST	181	Introduction to Office Systems	3	(3	0)	
Total Major Required Hours			**46**	**(30**	**23**	**15)**

Total Required Credit Hours in Program	**64**
***Total Required Credit Hours for Diploma**	**47**

Suggested Curriculum By Semesters

First Year

Fall Semester			**Credit**
ENG	111		3
MED	110		1
BIO	163		5
MED	118		2
MED	121		3
MED	130		2
OST	131		2
			18

Spring Semester			
MED	122		3
MED	131		2
MED	140		5
MED	150		5
OST	134		3
			18

Summer Semester			
MED	134		3
MED	260		5
PSY	118	or	3
PSY	150		**11**

Second Year

Fall Semester			**Credit**
COM	120		3
MAT	140		3
OST	181		3
			9

Spring Semester			
BUS	137		3
ENG	113	or	3
ENG	114		
MED	232		2
Humanities/Fine Arts			3
			11

Nursing Assistant

Certificate Program [C45480]

Curriculum Description:
The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services; and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Course and Hour Requirements
General Education Required Courses
None

			Credit	(Class	Lab	Clinical)
Major Required Courses						
NAS	101	Nursing Assistant I	5	(3	2	3)
NAS	102	Nursing Assistant II	6	(3	2	6)
NAS	103	Home Health Care	2	(2	0	0)
NAS	104	Home Health Clinical	1	(0	0	3)
Total Required Credit Hours in Program			**14**	**8**	**4**	**12**

Office Systems Technology

A.A.S. Degree [A25360]

Certificate Program [C25360]

Curriculum Description:
The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Course and Hour Requirements

			Credit	Class	Lab	Work Exp.
General Education Required Courses						
COM	120	Interpersonal Communication	3	(3	0)	
ENG	111	Expository Writing	3	(3	0)	
MAT	140	Survey of Mathematics	3	(3	0)	
PSY	118	Interpersonal Psychology	3	(3	0)	
Humanities/Fine Arts Elective			3	(3	0)	
Total General Education Required Hours			**15**	**(15**	**0)**	
Major Required Courses						
ACC	120	Prin of Financial Acct	4	(3	2)	
ACC	140	Payroll Accounting	2	(1	2)	
BUS	110	Introduction to Business	3	(3	0)	
BUS	121	Business Math	3	(2	2)	
BUS	260	Business Communication	3	(3	0)	
BUS	270	Professional Development	3	(3	0)	
CIS	110	Introduction to Computers	3	(2	2)	
CIS	120	Spreadsheet I	3	(2	2)	
CIS	152	Database Concepts & Apps	3	(2	2)	
COE	111**	Co-op Work Experience I	1	(0	0	10)
COE	115**	Work Experience Seminar I	1	(1	0)	
OST	131	Keyboarding	2	(1	2)	
OST	134	Text Entry and Formatting	3	(2	2)	
OST	136	Word Processing	2	(1	2)	
OST	164	Text Editing Applications	3	(3	0)	
OST	181	Introduction to Office Systems	3	(2	2)	
OST	184	Records Management		2	(1	2)
OST	236	Adv. Word/Information Processing	3	(2	2)	

OST	289	Office Systems Management	3	(2	2)	
Major Elective***			3	(3	0)	
Total Major Required Hours			**53**	**(39**	**26**	**10)**

*****Approved Major Electives**

BUS	115	Business Law I	3
BUS	253	Leadership & Management Skills	3
CIS	172	Intro. To the Internet	3
COE	112, 121, 131	Cooperative Education	1-3
ECO	251	Principles of Microeconomics	3
NET	110	Data Com/Networking	3

Total Required Credit Hours in Program **68**

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum By Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester		**Credit**
ENG	111	3
MAT	140	3
OST	131	2
OST	164	3
OST	184	2
		13

Spring Semester

BUS	110	3
BUS	121	3
CIS	110	3
OST	134	3
OST	181	3
		15

Summer Semester

ACC	120	4
COM	120	3
Humanities/Fine Arts		3
		10

Second Year

Fall Semester		**Credit**
ACC	140	2
BUS	260	3
CIS	120	3
COE	111	1
COE	115	1
OST	136	2
Major Elective		3
		15

Spring Semester

BUS	270	3
CIS	152	3
OST	236	3
OST	289	3
PSY	118	3
		15

Certificate Program

			Credit	Class	Lab
CIS	110	Intro to Computers	3	(2	2)
OST	131*	Keyboarding	2	(1	2)
OST	134	Text Entry & Formatting	3	(2	2)
OST	164	Text Editing Applications	3	(3	0)
OST	181	Intro to Office Systems	3	(2	2)
OST	184	Records Management	2	(1	2)
Total Hours for Certificate			**16**	**(11**	**10)**

**Prerequisite for OST majors: OST 080 Keyboarding Literacy or satisfactory placement test score with a minimum of 25 words per minute with three errors or less on a three-minute timed writing.*

CPS Certification Credit

Credit for the following courses will be allowed for students who have passed the Certified Professional Secretary (CPS) exam.

ACC	120	Prin of Financial Acct	(4)
OST	131	Keyboarding	(2)
OST	134	Text Entry and Formatting	(3)
OST	136	Word Processing	(2)
OST	164	Text Editing Applications	(3)
OST	181	Intro to Office	(3)
OST	184	Records Management	(2)
PSY	118	Interpersonal Psychology	(3)

Total Credit Hours Allowed **22**

Credit for additional courses may be earned through credit by exam.

Phlebotomy

Certificate Program [C45600]

Curriculum Description:
The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

Course and Hour Requirements
General Education Required Courses
None

			Credit	(Class	Lab	Clinical)
Major Required Courses						
PBT	100	Phlebotomy Technology	6	(5	2	0)
PBT	101	Phlebotomy Practicum	3	(0	0	9)
PSY	118	Interpersonal Psychology	3	(3	0	0)
Total Required Credit Hours in Program			**12**	**(8**	**2**	**9)**

Suggested Curriculum By Semesters

Evening Program

Fall Semester		**Credit**
PBT	100	6
PBT	101*	3
PSY	118	3
		12

**Day Class*

Speech-Language Pathology Assistant

A.A.S. Degree [A45730]

Curriculum Description:
The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, diagnoses, and treats individuals with various communication disorders.

Courses provide instruction in methods of screening for speech, language, and hearing disorders and in following written protocols designed to remedial individual communication problems. Supervised field experiences include working with patients of various ages and with various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners for Speech-Language Pathologists and Audiologists and must be supervised by a licensed Speech-Language Pathologist. They may be employed in healthcares or education settings.

General Education Required Courses

		Credits	Class	Lab	Clinical
*BIO 168	Anatomy & Physiology I	4	(3	3)	
*ENG 111	Expository Writing	3	(3	0)	
*ENG 113	Literature-Based Research or	3	(3	0)	
*ENG 114	Professional Research & Reporting				
*PSY 150	General Psychology	3	(3	0)	
Humanities/Fine Arts Elective		3	(3	0)	
Total General Education Required Hours		**16**	**(15**	**3)**	

Major Required Courses

*BIO 169	Anatomy & Physiology II	4	(3	3)	
CIS 111	Basic PC Literacy	2	(1	2)	
*COM 120	Interpersonal Communication	3	(3	0)	
ENG 111A	Expository Writing Lab	1	(0	2)	
*MED 121	Medical Terminology	3	(3	0)	
*PSY 241	Developmental Psychology	3	(3	0)	
*PSY 265	Behavioral Modification	3	(3	0)	
SLP 111	Ethics and Standards for SLPAs	3	(3	0)	
SLP 112	SLPA Anatomy & Physiology	3	(3	0)	
SLP 120	SLPA Administrative Procedures and Mgt	2	(2	0)	
SLP 130	Phonetics/Speech Patterns	3	(2	2)	
SLP 140	Normal Communication	3	(3	0)	
SLP 211	Developmental Disorders	4	(3	2)	
SLP 212	Acquired Disorders	5	(3	2	3)
SLP 220	Assistive Technology	2	(1	2)	
SLP 230	SLPA Fieldwork	4	(0	0	12)
SLP 231	SLPA Fieldwork Seminar	3	(3	0)	
Major Electives***		3	(3	0)	
Total Major Required Hours		**54**	**42**	**15**	**15**

Suggested Curriculum By Semesters

First Year

Fall Semester		Credits
BIO	168	4
MED	121	3
PSY	150	3
SLP	111	3
SLP	140	3
		16

Spring Semester		
BIO	169	4
ENG	111	3
ENG	111A	1
PSY	241	3
SLP	120	2
SLP	130	3
		16

Summer Semester		
ENG	113 or	3
ENG	114	
CIS	111	2
COM	120	3
Humanities/Fine Arts		3
		11

Second Year

Fall Semester		Credits
PSY	265	3
SLP	112	3
SLP	211	4
SLP	220	2
Major Elective		3
		15

Spring Semester		
SLP	212	5
SLP	230	4
SLP	231	3
		12

**These classes are offered at the Mitchell Community College Campus. The others are offered at Caldwell Community College and Technical Institute.*

MITCHELL
COMMUNITY
COLLEGE

CURRICULUM COURSE DESCRIPTIONS

Curriculum Course Descriptions

Academic Related

		Class	Lab	Credit
ACA 111	**College Student Success**	1	0	1
Prerequisites:	None			
Corequisites:	None			

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

Accounting

ACC 120	**Principles of Financial Accounting**	3	2	4
Prerequisites:	RED 090 and MAT 070 or Satisfactory scores on the college placement tests.			
Corequisites:	None			

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 121	**Principles of Managerial Accounting**	3	2	4
Prerequisites:	ACC 120			
Corequisites:	None			

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 131	**Federal Income Taxes**	2	2	3
Prerequisites:	ACC 115 or ACC 120			
Corequisites:	None			

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

ACC 140	**Payroll Accounting**	1	2	2
Prerequisites:	ACC 115 or ACC 120			
Corequisites:	None			

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon

		Class	Lab	Credit

completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150	**Accounting Software Applications**	**1**	**2**	**2**
Prerequisites:	ACC 115 or ACC 120			
Corequisites:	None			

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220	**Intermediate Accounting I**	**3**	**2**	**4**
Prerequisites:	ACC 121			
Corequisites:	None			

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221	**Intermediate Accounting II**	**3**	**2**	**4**
Prerequisites:	ACC 220			
Corequisites:	None			

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225	**Cost Accounting**	**3**	**0**	**3**
Prerequisites:	ACC 121			
Corequisites:	None			

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 269	**Audit & Assurance Services**	**3**	**0**	**3**
Prerequisites:	ACC 220			
Corequisites:	None			

This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

Air Conditioning, Heating, and Refrigeration

		Class	Lab	Credit
AHR 110	**Introduction to Refrigeration**	2	6	5
Prerequisites:	None			
Corequisites:	None			

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111	**HVACR Electricity**	2	2	3
Prerequisites:	None			
Corequisites:	None			

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112	**Heating Technology**	2	4	4
Prerequisites:	None			
Corequisites:	None			

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113	**Comfort Cooling**	2	4	4
Prerequisites:	AHR 110			
Corequisites:	None			

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114	**Heat Pump Technology**	2	4	4
Prerequisites:	AHR 110 or AHR 113			
Corequisites:	None			

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation; defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 133	**HVAC Servicing**	2	6	4
Prerequisites:	None			
Corequisites:	AHR 112 or AHR 113			

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

		Class	Lab	Credit
AHR 151	**HVAC Duct Systems I**	1	3	2
Prerequisites:	None			
Corequisites:	None			

This course introduces the techniques used to lay out and fabricate ductwork commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate ductwork. Upon completion, students should be able to lay out and fabricate simple ductwork.

AHR 180	**HVACR Customer Relations**	1	0	1
Prerequisites:	None			
Corequisites:	None			

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 210	**Residential Building Code**	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211	**Residential System Design**	2	2	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

Anthropology

ANT 210	**General Anthropology**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Art

		Class	Lab	Credit
ART 111	**Art Appreciation**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 114	**Art History Survey I**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 115	**Art History Survey II**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 121	**Design I**	**0**	**6**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 122	**Design II**	**0**	**6**	**3**
Prerequisites:	ART 121			
Corequisites:	None			

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Credit
ART 131	**Drawing I**	0	6	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 132	**Drawing II**	0	6	3
Prerequisites:	ART 131			
Corequisites:	None			

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 135	**Figure Drawing I**	0	6	3
Prerequisites:	ART 131			
Corequisites:	None			

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement*

ART 171	**Computer Art I**	0	6	3
Prerequisites:	ART 121			
Corequisites:	None			

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 191	**Selected Topics in Art**	0-1	0-3	1
Prerequisites:	None			
Corequisites:	None			

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

ART 193	**Selected Topics in Art**	1-3	0-6	3
Prerequisites:	None			
Corequisites:	None			

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

		Class	Lab	Credit
ART 231	**Printmaking I**	**0**	**6**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 240	**Painting I**	**0**	**6**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 241	**Painting II**	**0**	**6**	**3**
Prerequisites:	ART 240			
Corequisites:	None			

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 244	**Watercolor**	**0**	**6**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ART 271	**Computer Art II**	**0**	**6**	**3**
Prerequisites:	ART 171			
Corequisites:	None			

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 281	**Sculpture I**	**0**	**6**	**3**
Prerequisites:	None			
Corequisites:	None			

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional

		Class	Lab	Credit

expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 282 **Sculpture II** **0** **6** **3**
Prerequisites: ART 281
Corequisites: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 283 **Ceramics I** **0** **6** **3**
Prerequisites: None
Corequisites: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 284 **Ceramics II** **0** **6** **3**
Prerequisites: ART 283
Corequisites: None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 288 Studio **0** **6** **3**
Prerequisites: None
Corequisites: None

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 293 **Selected Topics in Art** **1-3** **0-6** **3**
Prerequisites: None
Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

Biology

		Class	Lab	Credit
BIO 110	**Principles of Biology**	3	3	4
Prerequisites	RED 090 or a satisfactory score on the college placement test.			
Corequisites:	None			

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 111	**General Biology I**	3	3	4
Prerequisites:	RED 090 or a satisfactory score on the college placement test.			
Corequisites:	None			

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112	**General Biology II**	3	3	4
Prerequisites:	BIO 111			
Corequisites:	None			

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 120	**Introductory Botany**	3	3	4
Prerequisites:	BIO 110 or BIO 111			
Corequisites:	None			

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 130	**Introductory Zoology**	3	3	4
Prerequisites:	BIO 110 or BIO 111			
Corequisites:	None			

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development comparative systems, and survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Class	Lab	Credit
BIO 163	**Basic Anatomy & Physiology**	4	2	5
Prerequisites:	None			
Corequisites:	None			

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 168	**Anatomy and Physiology I**	3	3	4
Prerequisites:	RED 090 or a satisfactory score on the college placement test			
Corequisites:	None			

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 169	**Anatomy and Physiology II**	3	3	4
Prerequisites:	BIO 168			
Corequisites:	None			

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 275	**Microbiology**	3	3	4
Prerequisites:	BIO 110, BIO 111, BIO 112, BIO 163, BIO 165, or BIO 168			
Corequisites:	None			

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Blueprint Reading

BPR 111	**Blueprint Reading**	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

Business

		Class	Lab	Credit
BUS 110	**Introduction to Business**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 115	**Business Law I**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 116	**Business Law II**	**3**	**0**	**3**
Prerequisites:	BUS 115			
Corequisites:	None			

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121	**Business Math**	**2**	**2**	**3**
Prerequisites:	None			
Corequisites:	None			

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 135	**Principles of Supervision**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137	**Principles of Management**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

		Class	Lab	Credit
BUS 153	**Human Resource Management**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 225	**Business Finance**	2	2	3
Prerequisites:	ACC 120			
Corequisites:	None			

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230	**Small Business Management**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 231	**Computerized Inventory**	2	2	3
Prerequisites:	ACC 120 and CIS 110			
Corequisites:	None			

This course provides an overview of inventory procedures as related to management decisions. Emphasis is placed on general terms, methods, techniques, and computer applications. Upon completion, students should be able to apply inventory principles and processes in the workplace.

BUS 253	**Leadership and Management Skills**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 260	**Business Communication**	3	0	3
Prerequisites:	ENG 111			
Corequisites:	OST 131			

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the workplace.

BUS 270	**Professional Development**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon

		Class	Lab	Credit

completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

Computer Engineering Technology

CET 111	**Computer Upgrade/Repair I**	**2**	**3**	**3**
Prerequisites:	None			
Corequisites:	None			

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specification.

CET 211	**Computer Upgrade/Repair II**	**2**	**3**	**3**
Prerequisites:	CET 111			
Corequisites:	None			

This course is the second of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

Chemistry

CHM 130	**General, Organic, & Biochemistry**	**3**	**0**	**3**
Prerequisites:	MAT 070 or satisfactory scores on the college placement tests			
Corequisites:	None			

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 130A	**General, Organic, & Biochemistry Lab**	**0**	**2**	**1**
Prerequisites:	MAT 070 or satisfactory scores on the college placement tests			
Corequisites:	CHM 130			

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 131	**Introduction to Chemistry**	**3**	**0**	**3**
Prerequisites:	MAT 070 or satisfactory scores on the college placement tests			
Corequisites:				

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to

		Class	Lab	Credit

demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

CHM 131A	**Introduction to Chemistry Lab**	**0**	**3**	**1**
Prerequisites:	None			
Corequisites:	CHM 131			

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

CHM 151	**General Chemistry I**	**3**	**3**	**4**
Prerequisites:	MAT 070 or satisfactory scores on the college placement tests			
Corequisites:	None			

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 152	**General Chemistry II**	**3**	**3**	**4**
Prerequisites:	CHM 151			
Corequisites:	None			

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 251	**Organic Chemistry I**	**3**	**3**	**4**
Prerequisites:	CHM 152			
Corequisites:	None			

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl-halides, alcohols, and ethers: further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in Chemistry 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CHM 252	**Organic Chemistry II**	**3**	**3**	**4**
Prerequisites:	CHM 251			
Corequisites:	None			

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as

		Class	Lab	Credit

needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Information Systems

CIS 110	**Introduction to Computers**	2	2	3
Prerequisites:	RED 080, MAT 060, OST 080 or satisfactory scores on the college placement tests			
Corequisites:	None			

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

CIS 115	**Introduction to Programming & Logic**	2	2	3
Prerequisites:	MAT 070, RED 080, OST 080 or satisfactory scores on the college placement tests			
Corequisites:	None			

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*

CIS 120	**Spreadsheet I**	2	2	3
Prerequisites:	CIS 110, CIS 111, or OST 137 and MAT 070 or satisfactory score on the college placement test			
Corequisites:	None			

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CIS 130	**Survey of Operating Systems**	2	3	3
Prerequisites:	RED 080, MAT 070, OST 080 or satisfactory scores on the college placement tests			
Corequisites:	None			

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 152	**Database Concepts & Applications**	2	2	3
Prerequisites:	CIS 110, CIS 111, or CIS 115			
Corequisites:	None			

This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries,

		Class	Lab	Credit

reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 164	**DTP Layout & Design**	2	2	3
Prerequisites:	CIS 110			
Corequisites:	None			

This course introduces the fundamentals of design and page layout. Emphasis is placed on page layout organization, typography, and color. Upon completion, students should be able to create projects that visually enhance communication.

CIS 172	**Introduction to the Internet**	2	3	3
Prerequisites:	RED 080, MAT 060, OST 080, or satisfactory scores on the college placement tests			
Corequisites:	None			

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve-decompress files, and use e-mail, FTP, and other Internet tools.

Criminal Justice

CJC 100	**Basic Law Enforcement Training**	8	30	18
Prerequisites:	None			
Corequisites:	None			

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

CJC 111	**Introduction to Criminal Justice**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CJC 112	**Criminology**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

		Class	Lab	Credit
CJC 113	**Juvenile Justice**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 121	**Law Enforcement Operations**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CJC 122	**Community Policing**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131	**Criminal Law**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132	**Court Procedure & Evidence**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141	**Corrections**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to

		Class	Lab	Credit

incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CJC 151	**Introduction to Loss Prevention**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 212	**Ethics & Community Relations**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 215	**Organization & Administration**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221	**Investigative Principles**	**3**	**2**	**4**
Prerequisites:	None			
Corequisites:	None			

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222	**Criminalistics**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

		Clinical	Class	Lab	Credit
CJC 231	**Constitutional Law**		3	0	3
Prerequisites:	None				
Corequisites:	None				

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

Cooperative Education

COE 110	**World of Work**		1	0	1
Prerequisites:	None				
Corequisites:	None				

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

COE 111	**Co-op Work Experience I**	10	0	0	1
Prerequisites:	None				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112	**Co-op Work Experience I**	20	0	0	2
Prerequisites:	None				
Corequisites:	None				

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115	**Work Experience Seminar I**		1	0	1
Prerequisites:	None				
Corequisites:	COE 111 or COE 112				

This course provides procedures necessary for the Co-op student to receive maximum benefit from his/her work experience. Emphasis is placed on the student/employer/advisor relationship and the evaluation process of the experience used to show accountability. Upon completion the student will be totally aware of the Co-op benefit and process.

COE 121	**Co-op Work Experience II**	10	0	0	1
Prerequisites:	COE 111				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon

		Clinical	Class	Lab	Credit

completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 122	**Co-op Work Experience II**	**20**	**0**	**0**	**2**
Prerequisites:	COE 112				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 131	**Co-op Work Experience III**	**10**	**0**	**0**	**1**
Prerequisites:	COE 111 and COE 121				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 132	**Co-op Work Experience III**	**20**	**0**	**0**	**2**
Prerequisites:	COE 112 and COE 122				
Corequisites:	None				

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Communication

COM 120	**Interpersonal Communication**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. The course will include the preparation and delivery of well-organized speeches. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

COM 231	**Public Speaking**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This*

		Class	Lab	Credit

course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

Cosmetology

COS 111	**Cosmetology Concepts I**	**4**	**0**	**4**
Prerequisites:	None			
Corequisites:	COS 112			

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112	**Salon I**	**0**	**24**	**8**
Prerequisites:	None			
Corequisites:	COS 111			

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113	**Cosmetology Concepts II**	**4**	**0**	**4**
Prerequisites:	COS 111			
Corequisites:	COS 114			

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114	**Salon II**	**0**	**24**	**8**
Prerequisites:	COS 112			
Corequisites:	COS 113			

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115	**Cosmetology Concepts III**	**4**	**0**	**4**
Prerequisites:	**COS 111 and COS 113**			
Corequisites:	COS 116			

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

		Class	Lab	Credit
COS 116	**Salon III**	**0**	**12**	**4**
Prerequisites:	COS 112 and COS 114			
Corequisites :	COS 115			

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117	**Cosmetology Concepts IV**	**2**	**0**	**2**
Prerequisites:	COS 111, COS 113 and COS 115			
Corequisites:	COS 118			

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118	**Salon IV**	**0**	**21**	**7**
Prerequisites:	COS 112, COS 114 and COS 116			
Corequisites:	COS 117			

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 119	**Esthetics Concepts I**	**2**	**0**	**2**
Prerequisites:	None			
Corequisites:	None			

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

COS 120	**Esthetics Salon**	**0**	**18**	**6**
Prerequisites:	None			
Corequisites:	None			

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

COS 121	**Manicure/Nail Technology I**	**4**	**6**	**6**
Prerequisites:	None			
Corequisites:	None			

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

		Class	Lab	Credit
COS 125	**Esthetics Concepts II**	**2**	**0**	**2**
Prerequisites:	None			
Corequisites:	None			

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 126	**Esthetics Salon II**	**0**	**18**	**6**
Prerequisites:	None			
Corequisites:	None			

This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222	**Manicure/Nail Technology II**	**4**	**6**	**6**
Prerequisites:	COS 121			
Corequisites:	None			

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/ safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 271	**Instructor Concepts I**	**5**	**0**	**5**
Prerequisites:	Must possess a valid license in Cosmetology.			
Corequisites:	COS 272			

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272	**Instructor Practicum I**	**0**	**21**	**7**
Prerequisites:	None			
Corequisites:	COS 271			

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273	**Instructor Concepts II**	**5**	**0**	**5**
Prerequisites:	COS 271 and COS 272			
Corequisites:	COS 274			

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

		Class	Lab	Credit
COS 274	**Instructor Practicum II**	0	21	7
Prerequisites:	COS 271 and COS 272			
Corequisites:	COS 273			

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. *This is a certificate-level course.*

Computer Science

CSC 134	**C++ Programming**	2	3	3
Prerequisites:	None			
Corequisites:	None			

This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

CSC 135	**COBOL Programming**	2	3	3
Prerequisites:	RED 080, MAT 070, OST 080 or satisfactory scores on the college placement tests			
Corequisites:	CIS 115			

This course introduces computer programming using the COBOL programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug COBOL language programs.

CSC 139	**Visual BASIC Programming**	2	3	3
Prerequisites:	RED 080, MAT 070, OST 080 or satisfactory scores on the college placement tests			
Corequisites:	None			

This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

CSC 141	**Visual C++ Programming**	2	3	3
Prerequisites:	CIS 115, CSC 135 or CSC 139			
Corequisites:	None			

This course introduces event-driven computer programming using the Visual C++ programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs.

		Class	Lab	Credit
CSC 143	**Object Oriented Programming**	2	3	3
Prerequisite:	RED 080, MAT 070, OST 080 or satisfactory scores on the college placement tests, CIS 115, CSC135 or CSC 139			
Corequisites:	None			

This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, test, debug, and implement objects at the application level using the appropriate environment.

CSC 148	**JAVA Programming**	2	3	3
Prerequisites:	CSC 160			
Corequisites:	None			

This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, and debug JAVA language programs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CSC 160	**Introduction to Internet Programming**	2	2	3
Prerequisites:	CIS 172			
Corequisites:	None			

This course introduces client-side internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site and navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.

CSC 235	**Advanced COBOL**	2	3	3
Prerequisites:	CSC 135			
Corequisites:	None			

This course is a continuation of CSC 135 using COBOL with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

CSC 239	**Advanced Visual BASIC**	2	3	3
Prerequisites:	CSC 139			
Corequisites:	None			

This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

CSC 241	**Advanced Visual C++**	2	3	3
Prerequisites:	CSC 141			
Corequisites:	None			

This course is a continuation of CSC 141 using Visual C++ with object-oriented programming principles. Emphasis is placed on advanced arrays, file management/processing techniques, data structures, sub-

		Class	Lab	Credit

programs, interactive processing, algorithms, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

Design Drafting

DDF 252	**Advanced Solid Modeling**	2	2	3
Prerequisites:	DFT 153 or DFT 154			
Corequisites:	None			

This course introduces advanced solid modeling and design software. Topics include design principles, design constraints, work planes, view generation, and model shading and rendering. Upon completion, students should be able to create advanced solid models.

Developmental Disabilities

DDT 110	**Developmental Disabilities**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

Drafting

DFT 111	**Technical Drafting I**	1	3	2
Prerequisites:	None			
Corequisites:	None			

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 112	**Technical Drafting II**	1	3	2
Prerequisites:	DFT 111			
Corequisites: None				

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings. All drawings will be produced by computer using CAD software.

DFT 151	**CAD I**	2	3	3
Prerequisites:	None			
Corequisites:	None			

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

		Class	Lab	Credit
DFT 152	**CAD II**	**2**	**3**	**3**
Prerequisites:	DFT 151			
Corequisites: None				

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT 153	**CAD III**	**2**	**3**	**3**
Prerequisites:	DFT 111 and DFT 151			
Corequisites: None				

This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.

DFT 170	Engineering Graphics	2	2	3
Prerequisites:	None			
Corequisites :	None			

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Economics

ECO 251	**Principles of Microeconomics**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252	**Principles of Macroeconomics**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites: None				

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Education

		Class	Lab	Credit
EDU 118	**Teacher Associate Principles & Practice**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.*

EDU 119	**Intro to Early Childhood Education**	4	0	4
Prerequisites:	None			
Corequisites:	None			

This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

EDU 131	**Children, Family, & Community**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144	**Child Development I**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145	**Child Development II**	3	0	3
Prerequisites:	EDU 144			
Corequisites:	None			

This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

		Class	Lab	Credit
EDU 146	**Child Guidance**	3	0	3

Prerequisites: None
Corequisites: None

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 147	**Behavior Disorders**	3	0	3

Prerequisites: None
Corequisites: None

This course is a comprehensive study of behavior disorders encompassing characteristics, assessments, and placement alternatives. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize appropriate behavior management applications. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.*

EDU 148	**Learning Disabilities**	4	2	5

Prerequisites: None
Corequisites: None

This course is a comprehensive study of the characteristics, teaching strategies, assessment tools, and placement alternatives for children with learning disabilities. Topics include characteristics, causes, assessment instruments, learning strategies, and collaborative methods for children with learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with learning disabilities. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.*

EDU 151	**Creative Activities**	3	0	3

Prerequisites: None
Corequisites: None

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 152	**Music, Movement, & Language**	3	0	3

Prerequisites: None
Corequisites: None

This course introduces a historical perspective of music and movement and integrates the whole language concept with emphasis on diversity. Emphasis is placed on designing an environment that emphasizes language development through developmentally and culturally appropriate music and movement. Upon completion, students should be able to design an environment that develops language through a music and movement curriculum that emphasizes diversity.

		Class	Lab	Credit
EDU 153	**Health, Safety, and Nutrition**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 186	**Reading and Writing Methods**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.*

EDU 221	**Children with Exceptionalities**	3	0	3
Prerequisites:	EDU 144 and EDU 145 or PSY 244 and PSY 245			
Corequisites:	None			

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

EDU 234	**Infants, Toddlers, & Twos**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235	**School Age Development & Programs**	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

EDU 247	**Physical Disabilities**	3	0	3
Prerequisites:	**EDU 144 or PSY 244**			
Corequisites:	None			

This course covers characteristics, intervention strategies, adaptive procedures, and technologies for children with physical disabilities. Topics include intervention strategies, inclusive placement options, and utilization of support services for children with physical disabilities. Upon completion, students should be able to identify and

		Class	Lab	Credit

utilize intervention strategies for specific disabilities and service delivery options for those disabilities. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.*

EDU 248	**Mental Retardation**	**2**	**2**	**3**
Prerequisites:	EDU 221			
Corequisites:	None			

This course covers the causes and assessment of mental retardation and individualized instruction and curriculum for children with mental retardation. Emphasis is placed on definition, characteristics, assessment, and educational strategies for children with mental retardation. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with mental retardation. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.*

EDU 250	**PRAXIS I Preparation**	**1**	**0**	**1**
Prerequisites:	None			
Corequisites:	None			

This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills and simulated examinations. Upon completion, students should be able demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam.

EDU 252	**Math & Science Activities**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

EDU 254	**Music & Movement for Children**	**1**	**2**	**2**
Prerequisites:	None			
Corequisites:	None			

This course covers the use of music and creative movement for children. Topics include a general survey of the basic elements of music and planning, designing, and implementing music and movement experiences for creative learning. Upon completion, students should be able to use voice and various musical instruments to provide musical and movement activities for children.

EDU 259	**Curriculum Planning**	**3**	**0**	**3**
Prerequisites:	EDU 112, EDU 113, or EDU 119			
Corequisites:	None			

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

		Class	Lab	Credit
EDU 261	**Early Childhood Admininstration I**	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262	**Early Childhood Administration II**	3	0	3
Prerequisites:	EDU 261			
Corequisites:	None			

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 271	**Educational Technology**	2	2	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 275	**Effective Teaching Training**	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 280	**Language & Literacy Experiences**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences.

EDU 282	**Early Childhood Literature**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the

		Class	Lab	Credit

use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 285	**Internship Experiences-School-Age**	1	0	1
Prerequisites:	ENG 111			
Corequisites:	COE 121 or COE 122			

This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.*

EDU 288	**Advanced Issues/Early Child Education**	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course covers advanced topics and issues in early childhood. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues in early childhood education.

Electricity

ELC 111	**Introduction to Electricity**	2	2	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112	**DC/AC Electricity**	3	6	5
Prerequisites:	None			
Corequisites:	None			

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113	**Basic Wiring I**	2	6	4
Prerequisites:	None			
Corequisites:	None			

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

		Class	Lab	Credit
ELC 115	**Industrial Wiring**	2	6	4
Prerequisites:	ELC 113			
Corequisites:	None			

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117	**Motors and Controls**	2	6	4
Prerequisites:	ELC 111, ELC 112 or ELC 131			
Corequisites:	None			

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 119	**NEC Calculations**	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 128	**Introduction to PLC**	2	3	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131	**DC/AC Circuit Analysis**	4	3	5
Prerequisites:	None			
Corequisites:	MAT 121			

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 228	**PLC Applications**	2	6	4
Prerequisites:	ELC 128			
Corequisites:	None			

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

		Class	Lab	Credit
ELC 229	**Applications Project**	1	3	2
Prerequisites:	ELC 112, ELC 113 or ELC 140			
Corequisites:	None			

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.

Electronics

ELN 131	**Electronic Devices**	3	3	4
Prerequisites:	None			
Corequisites:	ELC 112 or ELC 131			

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132	**Linear IC Applications**	3	3	4
Prerequisites:	ELN 131 or BMT 113			
Corequisites:	None			

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133	**Digital Electronics**	3	3	4
Prerequisites:	None			
Corequisites:	None			

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 152	**Fabrication Techniques**	1	3	2
Prerequisites:	None			
Corequisites:	None			

This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, wire wrapping, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation.

ELN 232	**Introduction to Microprocessors**	3	3	4
Prerequisites:	ELN 133			
Corequisites:	None			

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O

		Class	Lab	Credit

systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 234	**Communication Systems**	3	3	4
Prerequisites:	ELN 132 or ELN 140			
Corequisites:	None			

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

English

ENG 080	**Writing Foundations**	3	2	4
Prerequisites:	ENG 070, ENG 075, or a satisfactory score on the college placement test			
Corequisites:	None			

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. This course does not satisfy the developmental reading and writing prerequisite for ENG 111.

ENG 090	**Composition Strategies**	3	0	3
Prerequisites:	ENG 080, ENG 085, or a satisfactory score on the college placement test			
Corequisites:	None			

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. This course satisfies the developmental writing requirement for ENG 111.

ENG 111	**Expository Writing**	3	0	3
Prerequisites:	ENG 090 and RED 090, or ENG 095, and/or satisfactory scores on the college placement tests			
Corequisites:	OST 080			

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. Students should also be able to demonstrate an understanding of the fundamentals of research and documentation. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113	**Literature-Based Research**	3	0	3
Prerequisites:	ENG 111			
Corequisites:	None			

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and

		Class	Lab	Credit

research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114	**Professional Research & Reporting**	**3**	**0**	**3**
Prerequisites:	ENG 111			
Corequisites:	None			

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 125	**Creative Writing I**	**3**	**0**	**3**
Prerequisites:	ENG 111			
Corequisites:	None			

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 135	**Introduction to Short Fiction**	**3**	**0**	**3**
Prerequisites:	ENG 111			
Corequisites:	ENG 112, ENG 113, or ENG 114			

This course provides intensive study of short fiction as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of short fiction. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of short fiction. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 231	**American Literature I**	**3**	**0**	**3**
Prerequisites:	ENG 112, ENG 113, or ENG 114			
Corequisites:	None			

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical, and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232	**American Literature II**	**3**	**0**	**3**
Prerequisites:	ENG 112, ENG 113, or ENG 114			
Corequisites:	None			

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Credit
ENG 233	**Major American Writers**	3	0	3
Prerequisites:	ENG 112, ENG 113, or ENG 114			
Corequisites:	None			

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241	**British Literature I**	3	0	3
Prerequisites:	ENG 112, ENG 113, or ENG 114			
Corequisites:	None			

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242	**British Literature II**	3	0	3
Prerequisites:	ENG 112, ENG 113, or ENG 114			
Corequisites:	None			

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 251	**Western World Literature I**	3	0	3
Prerequisites:	ENG 112, ENG 113, or ENG 114			
Corequisites:	None			

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 252	**Western World Literature II**	3	0	3
Prerequisites:	ENG 112, ENG 113, or ENG 114			
Corequisites:	None			

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Credit

French

FRE 111	**Elementary French I**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112	**Elementary French II**	**3**	**0**	**3**
Prerequisites:	FRE 111			
Corequisites:	None			

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 211	**Intermediate French I**	**3**	**0**	**3**
Prerequisites:	FRE 112			
Corequisites:	None			

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 212	**Intermediate French II**	**3**	**0**	**3**
Prerequisites:	FRE 211			
Corequisites:	None			

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Geography

GEO 111	**World Regional Geography**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Clinical	Class	Lab	Credit
GEO 112	**Cultural Geography**		3	0	3
Prerequisites:	None				
Corequisites:	None				

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 113	**Economic Geography**		3	0	3
Prerequisites:	None				
Corequisites:	None				

This course covers the patterns and networks of economic interdependence and how they affect human populations. Emphasis is placed on the economic aspects of the production and distribution of goods and services and their impact on the quality of human life. Upon completion, students should be able to describe different economic systems and demonstrate an understanding of the variables that influence economic development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 130	**General Physical Geography**		3	0	3
Prerequisites:	None				
Corequisites:	None				

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 131	**Physical Geography I**		3	2	4
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Gerontology

GRO 120	**Gerontology**	0	3	0	3
Prerequisites:	PSY 150				
Corequisites:	None				

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

Health

		Class	Lab	Credit
HEA 110	**Personal Health/Wellness**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HEA 112	**First Aid & CPR**	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HEA 120	**Community Health**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

History

HIS 121	**Western Civilization I**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122	**Western Civilization II**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Class	Lab	Credit
HIS 131	**American History I**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132	**American History II**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 215	**Nineteenth-Century Europe**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course provides an in-depth survey of European history from 1815 to 1914. Topics include the development of nationalism, liberalism, socialism, imperialism, and the origins of World War I. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in nineteenth-century Europe. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HIS 216	**Twentieth-Century Europe**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course provides an in-depth survey of twentieth-century Europe. Topics include World Wars I and II, and political, social, and cultural movements of the twentieth century. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in twentieth-century Europe. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HIS 226	**The Civil War**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Credit
HIS 231	**Recent American History**	3	0	3

Prerequisites: None
Corequisites: None

This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. The background to these events is reviewed from 1900 and the diplomatic impact of events is stressed as the United States moves into world leadership. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HIS 236	**North Carolina History**	3	0	3

Prerequisites: None
Corequisites: None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Human Services

HSE 110	**Intro to Human Services**	2	2	3

Prerequisites: None
Corequisites: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112	**Group Process I**	1	2	2

Prerequisites: Enrollment in the HSE program
Corequisites: None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123	**Interviewing Techniques**	2	2	3

Prerequisites: None
Corequisites: None

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

		Clinical	Class	Lab	Credit
HSE 125	**Counseling**		2	2	3
Prerequisites:	PSY 150				
Corequisites:	None				

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 210	**Human Services Issues**		2	0	2
Prerequisites:	Successful completion of 12 SHC in the HSE program				
Corequisites:	None				

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 220	**Case Management**	2	2	0	3
Prerequisites:	HSE 110				
Corequisites:	None				

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 225	**Crisis Intervention**		3	0	3
Prerequisites:	None				
Corequisites:	None				

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 227	**Children & Adol in Crisis**	3	0	0	3
Prerequisites:	None				
Corequisites:	None				

This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

HSE 240	**Issues in Client Services**	3	0	0	3
Prerequisites:	None				
Corequisites:	None				

This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

Humanities

		Class	Lab	Credit
HUM 115	**Critical Thinking**	3	0	3
Prerequisites:	RED 090 and ENG 090, or ENG 095			
Corequisites:	None			

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities requirement for AAS degree programs.*

HUM 120	**Cultural Studies**	3	0	3
Prerequisites:	ENG 090			
Corequisites:	None			

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 150	**American Women's Studies**	3	0	3
Prerequisites:	ENG 090			
Corequisites:	None			

This course provides an intro-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160	**Introduction to Film**	2	2	3
Prerequisites:	ENG 090			
Corequisites:	None			

This course introduces the fundamental elements of film artistry and production. Topics includes film styles, history, and production techniques as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Hydraulics

HYD 110	**Hydraulics/Pneumatics I**	2	3	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

Industrial Science

		Class	Lab	Credit
ISC 112	**Industrial Safety**	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 121	**Envir Health & Safety**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts

Internet

ITN 110	**Introduction to Web Graphics**	2	2	3
Prerequisites:	None			
Corequisites:	CIS 172 or permission			

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics, file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners, buttons, backgrounds, and other graphics for web pages.

ITN 120	**Intro Internet Multimedia**	2	2	3
Prerequisites:	ITN 140 and CSC 160 or permission			
Corequisites:	None			

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

ITN 140	**Web Development Tools**	2	2	3
Prerequisites:	ITN 110 or permission			
Corequisites:	None			

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

ITN 150	**Internet Protocols**	2	2	3
Prerequisites:	CIS 172 or permission			
Corequisites:	None			

This course introduces the student to the application protocols used on the Internet. Topics include HTTP, secure

		Class	Lab	Credit

HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet as well as setup and maintain these protocols.

ITN 160	**Principles of Web Design**	2	2	3
Prerequisites:	ITN 140 or permission			
Corequisites:	None			

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages.

ITN 170	**Introduction to Internet Databases**	2	2	3
Prerequisites:	CIS 152 or permission			
Corequisites:	None			

This is the first of two courses introducing the use of databases to store, retrieve, and query data through HTML forms. Topics include database design for Internet database, use of ODBC-compliant databases. Upon completion, students should be able to create and maintain a database that will collect, query and report on data via an HTML form.

ITN 180	**Active Server Programming**	2	2	3
Prerequisites:	CSC 160 or permission			
Corequisites:	None			

This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications.

ITN 240	**Internet Security**	2	2	3
Prerequisites:	None			
Corequisites:	None			

This course covers security issues related to Internet services. Topics include the operating system and Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.

ITN 260	**Intro to E-Commerce**	2	2	3
Prerequisites:	CSC 160 and NET 260 or permission			
Corequisites:	None			

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, security transactions, used and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to set up a working e-commerce Internet web-site.

Machining

MAC 122	**CNC Turning**	1	3	2
Prerequisites:	None			
Corequisites:	None			

This course introduces the programming, setup, and operation of CNC turning centers. Topics include

		Class	Lab	Credit

programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124	**CNC Milling**	1	3	2
Prerequisites:	None			
Corequisites:	None			

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 222	**Advanced CNC Turning**	1	3	2
Prerequisites:	MAC 122 and MEC 110			
Corequisites:	None			

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224	**Advanced CNC Milling**	1	3	2
Prerequisites:	MAC 124 and MEC 110			
Corequisites:	None			

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

Mathematics

MAT 060	**Essential Mathematics**	3	2	4
Prerequisites:	MAT 050 or satisfactory score on the college placement test			
Corequisites:	None			

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070	**Introductory Algebra**	3	2	4
Prerequisites:	MAT 060 or satisfactory scores on the college placement tests			
Corequisites:	RED 080			

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080	**Intermediate Algebra**	3	2	4
Prerequisites:	MAT 070 or satisfactory scores on the college placement tests			
Corequisites:	RED 080			

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring;

		Class	Lab	Credit

rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 110	**Mathematical Measurement**	2	2	3
Prerequisites:	MAT 070 or satisfactory scores on the college placement tests			
Corequisites:	None			

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 115	**Mathematical Models**	2	2	3
Prerequisites:	MAT 070 or satisfactory scores on the college placement tests			
Corequisites:	None			

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 121	**Algebra/Trigonometry I**	2	2	3
Prerequisites:	MAT 070 or satisfactory scores on the college placement tests			
Corequisites:	None			

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122	**Algebra/Trigonometry II**	2	2	3
Prerequisites:	MAT 121			
Corequisites:	None			

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140	**Survey of Mathematics**	3	0	3
Prerequisites:	MAT 070 or satisfactory scores on the college placement tests			
Corequisites:	None			

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Class	Lab	Credit
MAT 151	**Statistics I**	3	0	3
Prerequisites:	MAT 080 or MAT 090 or satisfactory score on the college placement test and MAT 161			
Corequisites:	None			

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

MAT 161	**College Algebra**	3	0	3
Prerequisites:	MAT 080 or MAT 090 or satisfactory score on the college placement test			
Corequisites:	None			

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.*

MAT 162	**College Trigonometry**	3	0	3
Prerequisites:	MAT 161			
Corequisites:	None			

This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.*

MAT 175	**Precalculus**	4	0	4
Prerequisites:	MAT 080 or satisfactory scores on the college placement tests			
Corequisites: None				

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. Core credit will not be given for both MAT 175 and MAT 161 (or MAT 162). *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 263	**Brief Calculus**	3	0	3
Prerequisites:	MAT 161			
Corequisites: None				

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has*

		Class	Lab	Credit

been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 271	**Calculus I**	3	2	4
Prerequisites:	MAT 172 or MAT 175			
Corequisites:	None			

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 272	**Calculus II**	3	2	4
Prerequisites:	MAT 271			
Corequisites: None				

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 273	**Calculus III**	3	2	4
Prerequisites:	MAT 272			
Corequisites:	None			

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 280	**Linear Algebra**	3	0	3
Prerequisites:	MAT 271			
Corequisites:	None			

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 285	**Differential Equations**	3	0	3
Prerequisites:	MAT 272			
Corequisites:	None			

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the

		Class	Lab	Credit

solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Mechanical

MEC 110	**Introduction to CAD/CAM**	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111	**Machine Processes I**	1	4	3
Prerequisites:	None			
Corequisites:	None			

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 161	**Manufacturing Processes I**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

MEC 180	**Engineering Materials**	2	3	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

MEC 250	**Statics & Strength of Materials**	4	3	5
Prerequisites:	MAT 121			
Corequisites:	None			

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

Medical Assisting

		Class	Lab	Credit
MED 110	**Orientation to Medical Assisting**	1	0	1
Prerequisites:	None			
Corequisites:	None			

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 118	**Medical Law and Ethics**	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121	**Medical Terminology I**	3	0	3
Prerequisites:	None			
Corequisites: None				

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122	**Medical Terminology II**	3	0	3
Prerequisites:	MED 121			
Corequisites:	None			

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130	**Administrative Office Procedures I**	1	2	2
Prerequisites:	Enrollment in the Medical Assisting program			
Corequisites:	MED 121			

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131	**Administrative Office Procedures II**	1	2	2
Prerequisites:	MED 121, MED 130			
Corequisites:	MED 122, OST 134			

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory

		Clinical	Class	Lab	Credit

insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134	**Medical Transcription**		2	2	3
Prerequisites:	MED 122, OST 134				
Corequisites:	None				

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

MED 140	**Exam Room Procedures I**		3	4	5
Prerequisites:	Enrollment in the Medical Assisting program, BIO 163, MED 121, MED 122				
Corequisites:	MED 150				

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150	**Laboratory Procedures I**		3	4	5
Prerequisites:	Enrollment in the Medical Assisting program, BIO 163, MED 121, MED 122				
Corequisites:	MED 140				

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 232	**Medical Insurance Coding**		1	3	2
Prerequisites:	MED 122, MED 131				
Corequisites:	None				

This course is designed to develop coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 260	**MED Clinical Externship**	15	0	0	5
Prerequisites:	Enrollment in the Medical Assisting program. OST 134, ENG 111 and successful completion of MED 100 level courses.				
Corequisites:	PSY 118				

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

Marketing and Retailing

		Class	Lab	Credit
MKT 120	**Principles of Marketing**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121	**Retailing**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

MKT 122	**Visual Merchandising**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 123	**Fundamentals of Selling**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 125	**Buying and Merchandising**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course includes an analysis of the organization for buying-what, when and how to buy-and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 220	**Advertising and Sales Promotion**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

		Class	Lab	Credit
MKT 225	**Marketing Research**	3	0	3
Prerequisites:	MKT 120			
Corequisites:	None			

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 226	**Retail Applications**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completing, students should be able to demonstrate an understanding of concepts covered through application. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 227	**Marketing Applications**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

Music

MUS 110	**Music Appreciation**	3	0	3
Prerequisites:	None			
Corequisites: None				

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 111	**Fundamentals of Music**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Clinical	Class	Lab	Credit
MUS 112	**Introduction to Jazz**		3	0	3
Prerequisites:	None				
Corequisites:	None				

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 121	**Music Theory**		3	2	4
Prerequisites:	None				
Corequisites:	None				

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor*

MUS 131	**Chorus I**		0	2	1
Prerequisites:	None				
Corequisites:	None				

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 161	**Applied Music I**		1	2	2
Prerequisites:	None				
Corequisites:	None				

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 161P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 162	**Applied Music II**		1	2	2
Prerequisites:	MUS 161				
Corequisites:	None				

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 162P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Clinical	Class	Lab	Credit
MUS 261	**Applied Music III**		1	2	2
Prerequisites:	MUS 162				
Corequisites:	None				

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 261P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 262	**Applied Music IV**		1	2	2
Prerequisites:	MUS 261				
Corequisites:	None				

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 262P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Nursing Assistant

NAS 101	**Nursing Assistant I**	3	3	2	5
Prerequisites:	High school diploma or GED				
Corequisites:	None				

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. This is a certificate-level course.

NAS 102	**Nursing Assistant II**	6	3	2	6
Prerequisites:	High school diploma or GED and currently listed as NA I with State of North Carolina				
Corequisites:	None				

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. This is a certificate-level course.

NAS 103	**Home Health Care**	2	0	2	
Prerequisites:	High school diploma or GED				
Corequisites:	None				

This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and the use of home health care equipment. Upon completion, students should be able to identify care for clients at home. This is a certificate-level course.

		Clinical	Class	Lab	Credit
NAS 104	**Home Health Clinical**	3	0	0	1
Prerequisites:	None				
Corequisites:	None				

This course provides supervised experience in the home and/or simulated laboratory with emphasis on the application of basic nursing skills. Emphasis is placed on the transfer of knowledge and skills from institutional settings to home environments. Upon completion, students should be able to safely and efficiently provide delegated basic care to clients in the home. This is a certificate-level course.

Networking Technology

NET 110	**Data Communication/Networking**		2	2	3
Prerequisites:	CIS 110, CIS 130				
Corequisites:	None				

This course introduces data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

NET 260	**Internet Development and Support**		3	0	3
Prerequisites:	NET 110				
Corequisites:	None				

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multi-media, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

Nursing

NUR 115	**Fundamentals of Nursing**	6	2	3	5
Prerequisites:	CNA I Certification; Admission to the Associate Degree Nursing Program				
Corequisites:	BIO 168, NUR 117				

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health.

NUR 117	**Pharmacology**		1	3	2
Prerequisites:	Enrollment in ADN program				
Corequisites:	NUR 115				

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmocokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

		Clinical	Class	Lab	Credit
NUR 125	**Maternal-Child Nursing**	6	5	3	8
Prerequisites:	NUR 115, NUR 133, BIO 275, PSY 241				
Corequisites:	None				

This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.

NUR 133	**Nursing Assessment**		2	3	3
Prerequisites:	BIO 168, NUR 115				
Corequisites:	BIO 169				

This course provides theory and application experience for performing nursing assessment of individuals. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.

NUR 135	**Adult Nursing I**	9	5	3	9
Prerequisites:	NUR 115, NUR 117, BIO 168, PSY 150				
Corequisites:	BIO 169, NUR 133				

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

NUR 185	**Mental Health Nursing**	6	3	0	5
Prerequisites:	NUR 115, NUR 117				
Corequisites:	None				

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs.

NUR 233	**Leadership in Nursing**	2	0	0	2
Prerequisites:	NUR 133, NUR 135				
Corequisites:	None				

This course is designed to enhance nursing leadership and management skills in a variety of health care settings. Emphasis is placed on leadership styles, supervision, delegation, leadership and management theories, conflict resolution, change, and time management. Upon completion, students should be able to apply leadership and management skills in a variety of health care settings.

NUR 235	**Adult Nursing II**	15	4	3	10
Prerequisites:	NUR 135, BIO 275				
Corequisites:	None				

This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health. Emphasis will also be placed

		Class	Lab	Credit

on introduction of leadership and management principles within course content, for application in the clinical setting.

Office Systems Technology

OST 080	**Keyboarding Literacy**	**1**	**2**	**2**
Prerequisites:	None			
Corequisites:	None			

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

OST 131	**Keyboarding**	**1**	**2**	**2**
Prerequisites:	OST 080 or a satisfactory score on the college placement test			
Corequisites:	None			

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. Basic word processing functions and document formatting are introduced.

OST 134	**Text Entry & Formatting**	**2**	**2**	**3**
Prerequisites:	OST 131			
Corequisites:	None			

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability.

OST 136	**Word Processing**	**1**	**2**	**2**
Prerequisites:	OST 131, OST 134			
Corequisites:	None			

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. Students will learn to copy and organize diskettes and files, as well as compose, key, and complete a job under time pressure.

OST 137	**Office Software Application**	**1**	**2**	**2**
Prerequisites:	None			
Corequisites:	None			

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.

OST 164	**Text Editing Applications**	**3**	**0**	**3**
Prerequisites:	ENG 090, RED 090 or satisfactory scores on the college placement tests			
Corequisites:	OST 131			

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. Edited documents will be formatted properly using a computerized word processing program.

		Class	Lab	Credit
OST 181	**Introduction to Office Systems**	2	2	3
Prerequisites:	OST 131			
Corequisites:	None			

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. In addition, telephone techniques, mail services, making travel arrangements, and meeting/conference planning are introduced.

OST 184	**Records Management**	1	2	2
Prerequisites:	None			
Corequisites:	OST 131			

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 236	**Advanced Word/Information Processing**	2	2	3
Prerequisites:	OST 135 or OST 136			
Corequisites:	None			

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. Students will learn desktop publishing and presentation techniques and terminology such as composition, layout, customization, and graphic design using a number of software programs.

OST 289	**Office Systems Management**	2	2	3
Prerequisites:	OST 164, OST 181 and either OST 134 or OST 136			
Corequisites: None				

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment. A simulation packet is used to show mastery of table, graph, and correspondence preparation, filing, prioritization, communication skills and use of reference materials.

Phlebotomy

PBT 100	**Phlebotomy Technology**	5	2	6
Prerequisites:	Enrollment in the Phlebotomy Technology program			
Corequisites:	PBT 101			

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. This is a certificate-level course.

		Clinical	Class	Lab	Credit
PBT 101	**Phlebotomy Practicum**	9	0	0	3
Prerequisites:	Enrollment in the Phlebotomy Technology program				
Corequisites:	PBT 100				

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. This is a certificate-level course.

Physical Education

PED 110	**Fit and Well for Life**		1	2	2
Prerequisites:	None				
Corequisites:	None				

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 111	**Physical Fitness I**		0	3	1
Prerequisites:	None				
Corequisites:	None				

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 113	**Aerobics I**		0	3	1
Prerequisites:	None				
Corequisites:	None				

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 114	**Aerobics II**		0	3	1
Prerequisites:	PED 113				
Corequisites:	None				

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Credit
PED 117	**Weight Training I**	0	3	1
Prerequisites:	None			
Corequisites:	None			

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 121	**Walk, Jog, Run**	0	3	1
Prerequisites:	None			
Corequisites:	None			

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 128	**Golf—Beginning**	0	2	1
Prerequisites:	None			
Corequisites:	None			

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 129	**Golf—Intermediate**	0	2	1
Prerequisites:	PED 128			
Corequisites:	None			

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 130	**Tennis—Beginning**	0	2	1
Prerequisites:	None			
Corequisites:	None			

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 131	**Tennis—Intermediate**	0	2	1
Prerequisites:	PED 130			
Corequisites:	None			

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Credit
PED 132	**Racquetball—Beginning**	**0**	**2**	**1**
Prerequisites:	None			
Corequisites:	None			

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 133	**Racquetball—Intermediate**	**0**	**2**	**1**
Prerequisites:	PED 132			
Corequisites:	None			

This course covers more advanced racquetball techniques. Emphasis is placed on refining basic skills, performing advanced shots, and playing strategies for singles and doubles. Upon completion, students should be able to play competitive racquetball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 137	**Badminton**	**0**	**2**	**1**
Prerequisites:	None			
Corequisites:	None			

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 139	**Bowling—Beginning**	**0**	**2**	**1**
Prerequisites:	None			
Corequisites:	None			

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 142	**Lifetime Sports**	**0**	**2**	**1**
Prerequisites:	None			
Corequisites:	None			

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 143	**Volleyball—Beginning**	**0**	**2**	**1**
Prerequisites:	None			
Corequisites:	None			

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Credit
PED 144	**Volleyball—Intermediate**	0	2	1
Prerequisites:	PED 143			
Corequisites:	None			

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 145	**Basketball—Beginning**	0	2	1
Prerequisites:	None			
Corequisites:	None			

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 146	**Basketball—Intermediate**	0	2	1
Prerequisites:	PED 145			
Corequisites:	None			

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Philosophy

PHI 215	**Philosophical Issues**	3	0	3
Prerequisites:	ENG 111			
Corequisites:	None			

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 230	**Introduction to Logic**	3	0	3
Prerequisites:	ENG 111			
Corequisites:	None			

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved to satisfy the Comprehensive Articulation general education core requirement in humanities/fine arts..*

		Class	Lab	Credit
PHI 240	**Introduction to Ethics**	3	0	3
Prerequisites:	ENG 111			
Corequisites:	None			

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Physics

PHY 110	**Conceptual Physics**	3	0	3
Prerequisites:	MAT 070 or satisfactory scores on the college placement tests			
Corequisites:	PHY 110A			

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications for the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in natural sciences/mathematics.*

PHY 110A	**Conceptual Physics Lab**	0	2	1
Prerequisites:	MAT 070 or satisfactory scores on the college placement tests			
Corequisites:	PHY 110			

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 121	**Applied Physics I**	3	2	4
Prerequisites:	None			
Corequisites:	None			

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion , students should be able to demonstrate an understanding of the principles studies as applied in industrial and service fields.

PHY 131	**Physics—Mechanics**	3	2	4
Prerequisites:	MAT 121 or MAT 161			
Corequisites: None				

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

		Class	Lab	Credit
PHY 151	**College Physics I**	3	2	4
Prerequisites:	MAT 161 or MAT 171			
Corequisites:	None			

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152	**College Physics II**	3	2	4
Prerequisites:	PHY 151			
Corequisites:	None			

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 251	**General Physics I**	3	3	4
Prerequisites:	MAT 271			
Corequisites:	MAT 272			

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 252	**General Physics II**	3	3	4
Prerequisites:	MAT 272 and PHY 251			
Corequisites:	None			

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Political Science

POL 120	**American Government**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the

		Class	Lab	Credit

bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 130	**State & Local Government**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

POL 210	**Comparative Government**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 220	**International Relations**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Psychology

PSY 118	**Interpersonal Psychology**	**3**	**0**	**3**
Prerequisites:	None			
Corequisites:	None			

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

		Class	Lab	Credit
PSY 150	**General Psychology**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241	**Developmental Psychology**	3	0	3
Prerequisites:	PSY 150			
Corequisites:	None			

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 246	**Adolescent Psychology**	3	0	3
Prerequisites:	PSY 150			
Corequisites:	None			

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PSY 263	**Educational Psychology**	3	0	3
Prerequisites:	PSY 150			
Corequisites:	None			

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PSY 265	**Behavioral Modification**	3	0	3
Prerequisites:	PSY 150			
Corequisites:	None			

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

		Class	Lab	Credit
PSY 281	**Abnormal Psychology**	3	0	3
Prerequisites:	PSY 150			
Corequisites:	None			

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Reading

RED 080	**Introduction to College Reading**	3	2	4
Prerequisites:	RED 070 or ENG 075 or satisfactory score on the college placement test			
Corequisites:	None			

This course introduces effective reading and inferential thinking skills in preparation for REDÿ090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. This course does not satisfy the developmental reading prerequisite for ENGÿ111.

RED 090	**Improved College Reading**	3	2	4
Prerequisites:	RED 080 or ENG 085 or a satisfactory score on the college placement test			
Corequisites:	None			

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. This course satisfies the developmental reading prerequisite for ENGÿ111.

Religion

REL 110	**World Religions**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 211	**Introduction to Old Testament**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Clinical	Class	Lab	Credit
REL 212	**Introduction to New Testament**		3	0	3
Prerequisites:	None				
Corequisites:	None				

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Substance Abuse

SAB 130	**Addictive Behaviors**	0	3	0	3
Prerequisites:	None				
Corequisites:	None				

This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment.

Sociology

SOC 210	**Introduction to Sociology**		3	0	3
Prerequisites:	None				
Corequisites:	None				

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213	**Sociology of the Family**		3	0	3
Prerequisites:	None				
Corequisites:	None				

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 220	**Social Problems**		3	0	3
Prerequisites:	None				
Corequisites:	None				

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Class	Lab	Credit
SOC 225	**Social Diversity**	3	0	3

Prerequisites: None
Corequisites: None
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Spanish

SPA 111	**Elementary Spanish I**	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112	**Elementary Spanish II**	3	0	3

Prerequisites: SPA 111
Corequisites: None
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 120	**Spanish for the Workplace**	3	0	3

Prerequisites: None
Corequisites: None
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 211	**Intermediate Spanish I**	3	0	3

Prerequisites: SPA 112
Corequisites: None
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212	**Intermediate Spanish II**	3	0	3

Prerequisites: SPA 211
Corequisites: None
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

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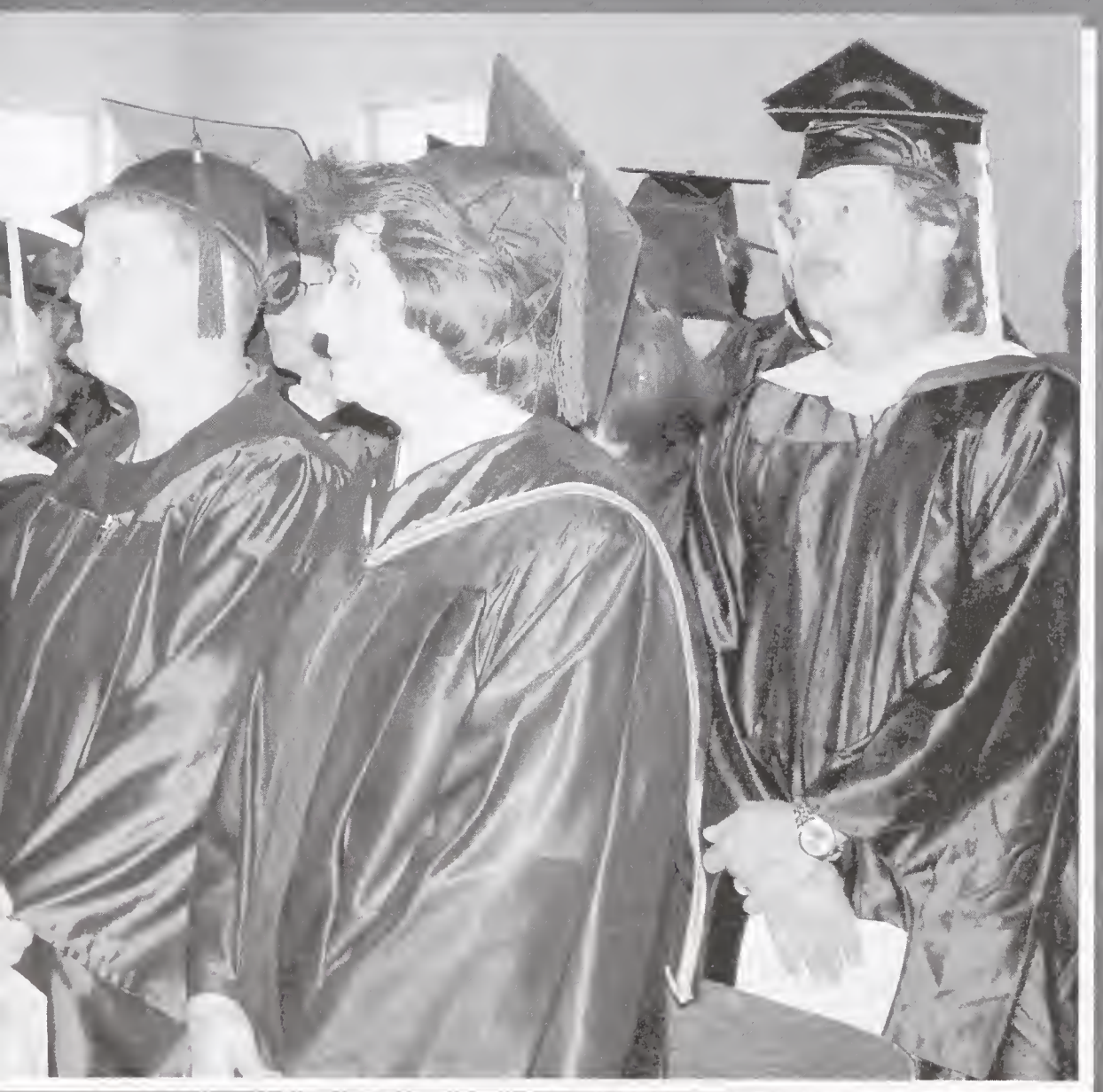

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SGA President

The Mitchell Community College Board of Trustees meets on the fourth Wednesday evening of each month except in November and December when the Board meets on the first Wednesday after Thanksgiving to avoid conflict with the Thanksgiving and Christmas Holidays. Also, generally, the Board does not meet in July. Meetings are routinely held at 7:30 p.m. in the Board Room of Kirkman House on the Main Campus in Statesville.

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Sarah Davis ..... Executive Secretary to the President and the Board of Trustees

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Vicki Holland ..... Administrative Assistant to the Executive Vice-President
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Ann Kelly ..... MCC Endowment for Excellence Specialist

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Dr. Tim Brewer ..... Vice-President for Instruction
Sandra Cox ..... Administrative Assistant to the Vice-President for Instruction
Vacant ..... Director of Institutional Research
Wilma Lambert ..... Data Technician
Janie Patterson ..... Curriculum Maintenance Technician
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Angie Goodman ..... Administrative Assistant to Director of Business/Engineering Technologies

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Denise Benfield ..... Administrative Assistant to the Director of Humanities
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Gwen Danner ..... Administrative Assistant to Vice-President of External Programs & New Program Development
Tara Cashion ..... Coordinator of Secondary/Post Secondary Programs

Office of the Dean of Student Services

Dan Manning ..... Dean of Student Services
Bonnie McCurry ..... Administrative Assistant to the Dean of Student Services
Carolyn Gray ..... Receptionist
Greg Stanley ..... Director of Admissions & Records
Nancy Fields ..... Student Records Technician
Sandy Wallace ..... Admissions Technician
Elaine Mackey ..... Admissions and Records Technician
Candace Cooper ..... Director of Financial Aid
Karen Krider ..... Assistant Financial Aid Director/VA Coordinator
Vacant ..... Financial Aid Specialist
Ann Saunders ..... Financial Aid Specialist
Karen Hester ..... Part-Time Financial Aid Receptionist
William Jennings ..... Director of Counseling
Brenda Sawyer ..... Counselor/International Student Advisor
Mary Wall ..... Counselor/Recruiter
Donovan Kirby ..... Counselor/Coordinator of Special Populations/Disability Services
Nikkole Davis-Amerson ..... Counselor/Coordinator of Student Activities
Wendy Tobin ..... Counselor-Mooresville Center
Lynne Lepley ..... Chaplain
Pam Thompson ..... Evening Receptionist
Ryan Cox ..... Evening Receptionist

Office of the Vice-President of Workforce Development and Continuing Education

Carol Johnson ..... Vice-President of Workforce Development and Continuing Education
Cheryl Sells ..... Administrative Assistant to the Vice-President of Workforce Development and Continuing Education
Debra Pfeil ..... Coordinator of Allied Health Programs
Joyce Chambers ..... Administrative Assistant Allied Health
Sherry Clarke ..... Basic Skills Instructional Coordinator
Beverly Hedrick ..... HRD Coordinator
Vernon Lawter ..... NEI/FIT Director
Donna Worrell ..... Administrative Assistant Business/Industry Services
Michael Tucker ..... Small Business Center Director
Margaret Young ..... Cashier/Records Clerk
Candy Putnam ..... Director of Basic Skills
Diane Pritchard ..... Director, Occupational Extension and Community Services
Cabanna Pierce ..... Administrative Assistant Occupational Extension
Vacant ..... Coordinator for Community Service Programs
Cindy Wagner ..... Computer Operator
Kathy Pope ..... Evening Administrative Assistant
Barbara Morrison ..... Evening Administrative Assistant
Mamie Houston ..... South Statesville Program Director

Peggy Murdock ..... Basic Skills Intake Specialist
Patty Greene ..... CNA Lead Instructor
Sherry Moore ..... Receptionist
Joe Barrone ..... Evening Director
Deborah Pierce ..... Evening Director
Wanda Corriher ..... HRD/Coordinator Project H.E.A.L.T.H.
Pam Robinson ..... HRD In-take/Assessment Specialist

Learning Resources Center

Rex Klett ..... Director of Learning Resources
Vicki Caldwell ..... Librarian
Carolyn Morrison ..... Library Technician/Minority Teacher Development Coordinator
Joan Jordan ..... Library Technician (Acquisitions)
Daniel McHargue ..... Audiovisual Services Technician
Crystal Dagenhardt ..... Library Assistant

Mooresville Center

Vernon Lawter ..... Interim Director, Mooresville Center/Director of Industry Training
Margaret Rankin ..... Administrative Assistant Mooresville Center
Theresa Spencer ..... Records and Registration Specialist
Sharon Shipp ..... Evening/Weekend Coordinator
Sharon Carpenter ..... Evening Receptionist
Elaine Hamilton ..... Continuing Education Class Coordinator

Office of the Vice-President for Finance and Administration

Richard Lefevre ..... Vice-President for Finance and Administration
Ellen Bedore ..... Administrative Assistant to the Vice-President for Finance and Administration
Jeff Benfield ..... Director of Institutional Technology
Mark Niswonger ..... IT-Coordinator
Marie Prather ..... IT-Systems Administrator
Dustin Howell ..... IT- Assistant Systems Administrator
Joyce Roseberry ..... IT-Groupwise Systems Administrator
Jeff Sherrill ..... IT-Instructional Technology Coordinator
David Armstrong ..... IT Campus Network Administrator
Jodee Fulton ..... Director of Human Resources
Lee Jan Waddell ..... Human Resources Technician
Gary Johnson ..... Director of Facilities and Auxiliary Services
Donna Arnett ..... Bookstore Manager
Angela Hoover ..... Bookstore Assistand/Mailroom Coordinator
David Damron ..... Mailroom Clerk/Internal Courier
Michael Brown ..... Facilities Support Services Superintendent
Velva Stevenson ..... Housekeeping Supervisor
Donald Clark ..... Housekeeping Technician
Frank Combs ..... Housekeeping Technician
Mary Jeanne Compton ..... Housekeeping Technician
Barbara Dobbins ..... Housekeeping Technician
Marcella James ..... Housekeeping Technician
Milton Beamon ..... Grounds Supervisor
Terry Braddock ..... Grounds Technician
Robert Johnson ..... Housekeeping/Grounds Technician
Charles Shuford ..... Grounds Technician
Jerry Goble ..... Grounds Technician
Bruce Sowers ..... Grounds Technician

Ed Wagner ..... Director of Safety and Security
Carolyn Turner ..... Administrative Assistant Receptionist/Security
Cathy Rasnick ..... Security Lieutenant
Richard Perkins ..... Security Sergeant
Judy Phillips ..... Printing & Graphic Design Services Center Coordinator
Sharon McCall ..... Printing Technician
Barbara Wheeler ..... Director of Financial Services
Pam Hilton ..... Financial Analyst
Chuck Howell ..... Accounting Supervisor
Rachel Knox ..... Accounts Receivable Coordinator
Vacant ..... Accounts Receivable Specialist
Sandra Cockerham ..... Payroll Officer
Kristen Abernathy ..... Payroll Assistant
Christina Brown ..... Accounting Clerk
Lisa Taylor ..... Cashier
Carol Setzer ..... Accounts Payable Procurement Clerk
Shirley Lambert ..... Financial Assistant
Tammy Rackley ..... Procurement Officer/Equipment Coordinator

Administration, Faculty and Staff

All employee e-mail addresses are in the following format:
first initial of first name last name@mitchellcc.edu (ex. cachen@mitchellcc.edu)

Achen, Craig ..... *Instructional Technology Specialist*
A.A.S Mitchell Community College

Armstrong, David ..... *CIS Network Integration Coordinator*
A.A.S. Nashville State Technical Institute

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